



Please complete this form and return it and all accompanying documentation to the Transfer Credit Coordinator in SFU's Student Services office. Allow two weeks for processing. Your request will be forwarded to the University Curriculum Office for review. You will be contacted by email once your request is reviewed.

Students with transferable coursework taken at another institution and not granted W, Q or B may have courses reviewed for W, Q or B designation, provided that:

- courses to be considered for Q or B designation transfer to SFU as unassigned credit (e.g. HIST 1XX or GE 1XX); there are no taken-by date restrictions for Q and B designations
**note: courses that transfer as unassigned credit individually but transfer for full assigned credit if taken in pairs or clusters may not be eligible for designation separately*
- courses to be considered for W designation transfer from universities or non-BC colleges (BC colleges have already been assessed for W-transferable courses); W designations will only be considered for courses taken from September 2004 onward for pedagogical reasons

Q and B designations are based on course content. For Q or B designation review, please provide a full course syllabus, including information on content, textbooks, grading and learning outcomes.

W designation is based on pedagogy (how writing is taught within a course, not just whether there is writing in a course). For W designation review, please provide a full course syllabus, plus evidence that revision and feedback are part of the writing assignments. Students must also provide an instructor or department contact with whom course pedagogy can be discussed.

****Please note:** this form is not for requesting alternate transfer credit. Students wishing a reevaluation of the transfer credit assigned to a transfer course should contact the Undergraduate Admissions Office at admissionsteam@sfu.ca.

Date _____ SFU Email _____

Name _____ Student Number _____

Transfer course for review _____ Former Institution _____

SFU transfer assigned _____

Designation sought (check all that apply):

B-Hum B-Soc B-Sci Q W

University Curriculum Office evaluation

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1979, C 419). This information is needed, and will be used, to update the student's record. If you have any questions about the collection and use of this information, contact the Director of Records and Registration, 778.782.3198.