

SUBMITTING DETAILED COURSE OUTLINES INFORMATION SHEET

The following information is for students who wish to have unassigned credit considered for direct equivalency credit, as well as for students who want to have courses evaluated that have not been granted transfer credit. Please note: we only grant transfer credit for courses that are similar or equivalent to courses we offer.

For either of the above cases, you may submit detailed course outlines if you wish to pursue transfer credit. **YOU MUST PROVIDE TWO COPIES OF EACH OUTLINE** (Note: most institutions will only provide one copy. You will have to photocopy the outlines before you submit them to our office.) Also, each outline should only contain the information for one course. (ie. if two courses appear together on one piece of paper, you will have to use the photocopier to separate the information into individual courses- this would be your 2nd copy, the original document should be submitted as it originally appeared). **The outline must be for the year that you attended the course (or verified by the issuing school that the information matches what was covered when you attended the courses).**

Each course outline must include the following information:

- a statement of the course objectives
- the number of weeks duration, excluding the final exam period
- the method of evaluation and grading
- the amount of credits
- detailed description of the course content
- hours per week of lecture/ laboratory/ seminar etc.
- the textbooks used

Outlines must provide enough information for our faculty members to determine if the course is equivalent to a Douglas College course, therefore **calendar descriptions are not acceptable.**

With the implementation of our Bachelor programs; third and fourth year University level courses may be considered for meeting upper level course requirements. Course outlines may be required for requests for direct course equivalencies.

Some evaluations may not be completed in time for registration. If you believe your course will satisfy a pre-requisite for your registration, you can contact the corresponding department to see if you are eligible for a pre-requisite waiver to avoid de-registration.

Note: Submitting outlines does NOT guarantee transfer credit will be granted.

If you wish to pursue transfer credit, please submit to the Office of the Registrar a new Transfer Credit Request Form with your detailed course outlines (or ensure that reference to your name and Douglas College student number are included with your outlines).

Tip: If you are unsure whether or not you should pursue transfer credit of a particular course, consider what are your academic goals at Douglas College, and how will the transfer of these courses help you pursue your goals. For example: You think a course is equivalent to a Douglas College course. If you transfer the course, will it help you fulfil your graduation requirements OR meet the pre-requisite requirements for another course? If you believe it will help you achieve your academic goals at Douglas, you should pursue transfer credit.