

## Submitting Detailed Course Outlines

If you are requesting transfer credit for a course that needs to be re-evaluated or has never been assessed, it will be necessary to provide a detailed course outline. Note: Submitting course outlines does NOT guarantee transfer credit will be granted.

Transfer credit can be granted for undergraduate courses completed at other post-secondary institutions similar or equivalent to courses offered by Douglas College when the other courses were originally completed. Note: Douglas College does not accept course outlines for master or higher-level courses as we do not offer courses at the equivalent level.

Each detailed course outline must include the following information:

- A statement of course objectives/learning outcomes
- Detailed description of the course content. Academic calendar summaries are NOT acceptable.
- Number of credits
- The textbook(s) used
- Number of weeks duration (excluding exam period)
- Number of hours per week of lecture/lab/seminar
- The method of evaluation/assessment and grading

Please complete a Course Outline Submission form and provide a separate PDF file for each course (i.e. each PDF should contain 1 course outline only) specified in your completed form. Do not provide multiple course outlines together in one PDF attachment. Name each PDF file with the course information as it appears on your transcript (e.g. ENGL 1130). You can submit multiple PDF attachments in a single e-mail, so please include your complete Course Outline Submission form and detailed course outlines in the same e-mail submission.

**Each outline must be originally issued by the institution you previously attended, and from the semester and year you completed that course.**

Be aware that course evaluations can take multiple weeks/months to finalize and may not be completed before registration opens. Therefore, if you hope to use the anticipated transfer credit as a pre-requisite, you should submit your request as soon as possible.

**Please note that if your course outlines are issued in a language other than English, the outlines must be officially translated to English and authenticated by a certified translator. You must include both the original language course outlines and certified English course outlines in your submission.**

Please email your individual detailed Course Outline PDF files and a Course Outline Submission form to [transfercredit@douglascollege.ca](mailto:transfercredit@douglascollege.ca). If you have not already done so, please ensure that you have also ordered an official transcript to be sent to Douglas College and submitted a completed Transfer Credit Request Form to support your Course Outline Submission. Be sure to include your full name and Douglas College ID in all correspondence.

Tip: If you believe you have completed a course that is equivalent to a specific Douglas College course, or if you are seeking transfer credit to fulfill a specific program requirement, please indicate which Douglas College course or program requirement you are seeking credit for with your transfer credit request submission.

\*International Students should contact Douglas College International to speak with an International Student Advising Specialist before applying for transfer credit. Transfer credit may impact Post-Graduation Work Permits (PGWPs) and transfer credit cannot be removed once awarded.



## Course Outline Submission

STUDENT INFORMATION				
Douglas College Student Number:		Student Name:		
Program of Study:		Email Address:		
Date (DD/MM/YY):				
INSTRUCTIONS				
<ul style="list-style-type: none"> <li>Please provide a separate PDF file for each course and send all PDFs in a single e-mail to <a href="mailto:transfercredit@douglascollege.ca">transfercredit@douglascollege.ca</a>. Please refer to the instructions on the previous page to ensure each outline contains the information necessary for evaluation.</li> <li>Detailed course outlines produced by the sending institution are required for each course completed outside of BC.</li> <li>Detailed course outlines may also be required for courses within BC that have not been previously articulated.</li> <li>Official translations are required for all official transcripts and detailed course outlines that are not in English.</li> <li>Current applicants and students with prior post-secondary education completed within the past 7 years are eligible to submit course outlines for evaluation. Please refer to our <a href="#">website</a> for more information.</li> <li>Multiple Course Outline Submission forms can be submitted if needed.</li> <li>Please allow additional time for processing requests, as they can take up to <b>3 months</b> to be processed, but may take longer during peak periods.</li> </ul>				
COURSE TRANSFER INFORMATION				
Please fill in the requested information in each column below for each course outline being submitted:				
INSTITUTION WHERE COURSE WAS TAKEN	COURSE NAME/NUMBER (I.E. ACCT 1100 Intro to Accounting)	SEMESTER AND YEAR ATTENDED COURSE (I.E. Winter 2024)	DESIRED EQUIVALENT DOUGLAS COLLEGE COURSE NAME/NUMBER (I.E. ACCT 1110)	COURSE OUTLINE ATTACHED (Y/N)

Please email completed form and/or questions regarding the status of your Transfer Credit Request to [transfercredit@douglascollege.ca](mailto:transfercredit@douglascollege.ca)

Collection Notice
<p>Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your Transfer Credit Request. Questions about the collection of this information may be directed to the Associate Registrar for Transfer Credit at 604-777-6093 or email: <a href="mailto:reg_admin@douglascollege.ca">reg_admin@douglascollege.ca</a></p>