

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
- 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 and grading

Please provide a separate PDF file for each course (i.e. each PDF should contain 1 course outline only). Do not provide multiple course outlines together in one PDF attachment. You can submit multiple PDF attachments in a single e-mail. Name each PDF file with the course information as it appears on your transcript (e.g. ENGL 1130).

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 Transfer Credit Request form to transfercredit@douglascollege.ca. 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.