



Guidelines for submitting Course Outlines

To be considered for transfer credit, a detailed course outline (*issued by the previous institution*) must be submitted for each course completed at another post-secondary institution and not previously assessed by the University of Windsor.

Ensure that each course is saved as a separate file; preferably in a **pdf format**.

Course outlines must be submitted electronically to the appropriate Admissions Officer and **MUST** include the following information:

- Identifying course information** (course code, number, and/or title)
- Learning outcomes/Course Objectives** (including the class schedule, if possible)
- Weekly list of topics**
- Course Description**
- Duration of study** (e.g., 3 hours/week for 12 weeks), including number of lecture, laboratory, and tutorial hours per week

- Number of weeks per semester course**
- Year and Semester of course**
- Course prerequisite(s), if any**
- Textbook(s) used, including book title, author(s), and edition(s)**
- Methods of evaluation and their weighting in the determination of the final grade** (e.g., 20% midterm exam, 30% written assignments, 50% final exam)

- Lab information** (if applicable)

- Instructor's name and credentials**

**Course outlines from previous semesters/terms may be acceptable providing the course title and/or course number matches the transcript.*

Not accepted are:

- **Hard copies of course outlines**
- Altered copies of outlines
- Student translations of outlines
- Transfer credit assessments from other institutions
- Handwritten documents

If outlines are written in a language other than English, a notarized translation must be provided.

Post-secondary institutions will be reviewed to ensure that they are accredited as part of the transfer credit evaluation. If insufficient evidence of accreditation is found, the student may be contacted and asked to provide this information in addition to course materials.

NOTE: It is recommended course outlines be submitted by May 15 to ensure transfer credit evaluation for the Fall semester and November 15 for the Winter semester.