



Guidelines for submitting Course Outlines

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

Course outlines must be *institutionally prepared* and submitted electronically in separate pdf files in the format below to the appropriate Admissions Officer.

Course Code	Course Number	Title of Course from the Transcript	Credit Weight	Semester and Year Course Taken
PSYC	100	Intro to Psychology	3.0	F2021

Using the above example the title of the PDF document would be:

PSYC 100 Intro to Psychology 3.0 F2021

The course outline MUST include:

- **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
- **Year and Semester of course**
- **Instructor's name and credentials**
- **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)

**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**
- 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.