



Information on Transfer Credit Assessment

Courses completed at another post-secondary institution but that are not listed in the [University of Lethbridge Transfer Credit Equivalencies Database](#) have not been previously assessed for transfer credit by the University of Lethbridge. In order to have courses assessed for transfer credit, official course syllabi must be submitted. Please complete and submit one [Transfer Credit Evaluation Request](#) form and include detailed course outlines for each course that is to be evaluated as soon as application for admission is made to the University of Lethbridge. The average processing time of transfer credit assessments varies according to the time of year they are received. Processing will normally take four to six weeks. The following information should be provided on an official course outline or syllabus:

- ❑ Identifying course information (name of the institution, course code and number, course title, and course credit value)
- ❑ Topics covered/learning outcomes (including the class schedule)
- ❑ Course prerequisite(s), if any
- ❑ Duration of study (e.g., 3 hours/week for 13 weeks), including number of lecture, laboratory, and tutorial hours per week
- ❑ Instructor's name and credentials
- ❑ 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% mid-term exam, 30% written assignments, 50% final exam).

NOTE: Courses are assessed on the basis of information provided. **The absence of any of these pieces of information may affect the transfer credit assessment.** It is the student's responsibility to provide complete information.

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

The following are not accepted:

- Student translations of outlines
- Transfer credit assessments from other institutions
- Hard copy documents
- Handwritten documents

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

Course syllabi should be emailed to the Registrar's Office (course.outlines@uleth.ca). Ensure that the student's full name and University of Lethbridge ID number are included in the email with the submission of the materials. **Do not** include this information on the course materials. It is the student's responsibility to ensure the materials are received in a timely manner. **Hard copy documents will not be accepted.**

For more information on the Transfer Admission Route and Transfer Credit, see [University of Lethbridge Calendar and Course Catalogue, Part 1 - Admissions](#).