

Evaluation of Courses from Other Institutions for Transfer Credit at the University of the Fraser Valley

In order to evaluate a course offered by another institution for transfer credit to UFV, the following information is needed on a course outline form/description issued by the “sending institution”.

- **Course Title** and numeral designator-- as it would appear in a Calendar/Catalog. For example: Business 101 – Introduction to Management
- **Brief Description** -- one or two sentences as it would appear in a Calendar/Catalog description
- **Topics Covered** -- this should be as detailed as possible. It will be most helpful if the content of each topic is briefly described as well as what students will learn.
- **Lab requirements** – **IF** labs are required, the number of hours and a description of the lab work and lab sessions should be included
- **Methods of student evaluation/grading** -- including mid-term exams, final exams, lab exams/experiments, required assignments and papers etc.
- **Weighting of course requirements in order to determine a grade** -- for example: 15% quizzes, 25% mid-term, 25% term paper, 35% final exam
- **Length of course** -- for example: 4 hours/week for 15 weeks = 60 hours
- **Number of “credits/credit hours”** – credits based on sending institution’s system of credit assignment
- **Special requirements/activities** – describe field trips, field study, practicum requirements or other activities required outside of regular class time
- **Prerequisites Required** -- if any
- **Required Books/other materials** -- textbook(s) titles(s), author(s), edition(s) and/or other required readings or resources such as software