

APPLICATION FOR CREDIT TRANSFER

STUDENT SELF-EVALUATION GUIDE

At Durham College, credit transfer is a student-driven process. This means that if you feel you're eligible for credit transfer, you are responsible for submitting an application and the required documentation to demonstrate equivalency. Unsure if you qualify? The following list contains criteria for you to consider when determining which courses might transfer.

Course Titles Are Similar

Similar course titles is often one of the first things to signify that a course may be eligible to transfer. For example, if you took an introductory accounting course and there is an Introduction to Accounting course in your new program, you may want to investigate further.

Course Description Sounds Familiar

A course description provides a short summary of the content that will be covered in a course. By reviewing the course description, you can determine if the previous course you completed covered similar topics. This can be particularly helpful in situations where the course intent is unclear after looking at the course title. For example, a Business Computer course may focus on Microsoft Word and Powerpoint or it may focus on Microsoft Excel. Without reviewing the course description, you may not be able to accurately determine if you've taken an equivalent course.

Course Learning Outcomes/Week-by-Week Breakdown★

Durham College publishes course learning outcomes on page 3 of course outlines (located on MyCampus). For a course to be approved, it should be at least 80% similar in course learning outcomes.

If your previous course does not explicitly list learning outcomes, ensure there is a listing of topics or a week-by-week breakdown that provides evidence that the required subject-matter was covered.

You should review the course learning outcomes in the course you're seeking exemption from and ensure there is documented evidence that these outcomes have been covered in your submitted course. Without proof of at least 80% similarity, a request will be denied.

Age of the course

Anything older than five years may be denied on the basis of aged learning outcomes. This is particularly true if there have been changes to practice/accreditation, policies/legislation, technology/software, etc.

Course Hours/Credits

Is your previous course equivalent (or close to) equivalent in hours to the Durham College course you're seeking exemption from? If there is a significant difference in credit hours, a request may be denied under the assumption that you would not have covered the required learning outcomes in as much detail as required to be successful in other courses in your program.

Ready to apply? Requests can be submitted using our online Application for Credit Transfer. Learn more at: www.durhamcollege.ca/credittransfer.