



Course Information for Transfer Credit Evaluation

In order for The University of Winnipeg to assess course work done at other institutions we require course outlines or syllabi that include detailed information such as reading lists, contact hours and course descriptions.

Course outlines or syllabi can usually be requested from the Registrar's Office or the relevant academic departments where you completed the course(s). If this cannot be obtained, you may use this form as a template to give to your previous institution to fill out. **Each course that you wish to have evaluated should have its own form.**

Deadline: All documentation must be submitted **no later than four months** after being admitted to The University of Winnipeg. Late requests for evaluation will not be considered.

All information must be submitted in English.

Please submit your completed form to:

Admissions, 2Ri33 (Rice Building), or
Student Central - 1st Floor, Rice Building

STUDENT DETAILS	
Name	
UW Student Number	

COURSE INSTRUCTOR/PROFESSOR DETAILS	
Name	
Title	
Credentials	

PREVIOUS INSTITUTION DETAILS	
School Name	
Country	
Mailing Address	
Language of Instruction	
Student Number	

COURSE DETAILS

Course Name/Title	
Course Number/Code	
Number of Credits/Units	
Length of Course (number of weeks)	
Contact Hours (number of hours in lecture/lab)	

COURSE DESCRIPTION

Please provide an overview of the course and what the learning outcomes were. If additional space is required, please attach a separate piece of paper.

LISTING OF WEEKLY TOPICS

Please provide a detailed listing of the topics that were covered each week.

Week 1	Week 2
Week 3	Week 4
Week 5	Week 6
Week 7	Week 8
Week 9	Week 10
Week 11	Week 12
Week 13	Week 14
Week 15	Week 16
Week 17	Week 18
Week 19	Week 20
Week 21	Week 22
Week 23	Week 24

EVALUATION METHODS

How was this course evaluated?

Evaluation Method	Percentage (%) of Grade
Assignments	
Essays	
Tests	
Participation	
Final Exams	
Other	

COURSE MATERIALS/READING LISTS

Please list the textbooks, articles, or other reading materials that were used in this course.

Title	Material Type (textbook, journal, article, online source)	Author	Date of Publication

DECLARATION

I hereby declare that all the information on this form is complete and true in every respect. I understand that it is a serious violation of trust and an issue of academic dishonesty to falsify information.

 Institution Representative Name (Print)

 Institution Representative (Signature)

 Institution Seal/Stamp