

Domestic (from institutions within Canada)

Version 17

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Applications for transfer credit must include an application form, official transcript and detailed course outline(s) to be considered complete and in order for the application to be reviewed for course content.

Applications should be submitted before the start of your first semester for courses in any semester of your program of study.

Incomplete submissions cannot be reviewed until all documentation is provided. To avoid delay, submit all documents at time of application. Please include your Seneca student number in all email requests.

As part of the transfer credit application process students are encouraged to complete an [Independent Evaluation](#) of courses prior to submitting a transfer credit application. This process will assist in identifying appropriate courses to submit for formal transfer credit evaluation.

Required Documents

1. [Transfer Credit Request](#)
 - Complete the form.
2. [Official Transcripts](#)
 - Transcripts are received through Ontario Colleges (OCAS), or electronically directly to the receiving institution from the sending institution, or digitally directly to the receiving institution from the sending institution.
 - Transcripts submitted directly from students, or copied, or altered are not considered official and will not be accepted.
 - If you have previously submitted your official transcript or submitted a transcript electronically or digitally, please indicate this on the Transfer Credit Request form.
3. [Detailed Course Outlines](#)

- **Detailed course outlines must be from the same year and term in which the courses were completed.**
- **All course outlines must be submitted as separate PDF files. Please use the course code as the file name.**
- Course outlines (also known as a “syllabus”) must come from the institution which delivered the course and should include the following
 - Name of institution, faculty/school and program
 - Course Code, Title and Course Description
 - Topic Outline; Planned schedule of topics, tests and assignments
 - Mode of Instruction
 - Prescribed Texts
 - Reference Material, both required and recommended
 - Modes of Evaluation
 - Learning Outcomes
 - Any other information relevant to the section (e.g. hours and/or means of consultation, detailed grading schemes, any variations on the mode of delivery or textbooks, audio/videotaping as methods for learning and/or evaluation, additional learning resources/equipment, etc.)
- [Sample Course Outline from an Ontario College](#)
- [Sample Course Outline from an Ontario University](#)

Submit Your Application

Submit your completed application form and detailed course outlines as PDF attachments to theservicehub@senecapolytechnic.ca.

Arrange to have your official transcript sent directly to theservicehub@senecapolytechnic.ca.

Communications and General Education Courses

Graduates with a completed three- or four-year undergraduate degree from a recognized Canadian postsecondary institution are eligible to receive transfer credit toward COM101 and [general education](#) courses. To be considered for review, please submit an official transcript and a [Transfer Credit Request](#) form.

tags : transfer-credit