

# Independent Evaluation

Version 6

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## Independent Evaluation Guide

Transfer credits are granted for courses taken at another recognized post-secondary institution that are deemed equivalent to a course at Seneca, and these courses must apply to your specific program of study.

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.

### Before completing an independent evaluation

- Ensure you are familiar with the [transfer credit application process](#) and can obtain all required documentation needed to submit a complete application.
- Review your academic requirements in [Student Home](#) to view a full list of required courses in your program.
- Review the [transfer credit eligibility](#) details to ensure that any course(s) you are seeking transfer credits for meet the eligibility requirements.
- If you attended courses at a post-secondary institution within Canada, review the [Seneca transfer credit tool](#) to determine if any of your previous courses have a Seneca equivalent.

## Independent evaluation of courses

Course Titles	<ul style="list-style-type: none"><li>• Do the course titles sound similar? Often courses with similar titles indicate a potential course match.</li><li>• Courses with similar titles should be evaluated further to see if the course type, description, and outline are also a match.</li></ul>
Course Type	<ul style="list-style-type: none"><li>• Determine the type of course you are seeking. Are you looking to receive transfer credits towards professional courses, communications courses or general education/liberal studies courses?</li><li>• General education and liberal studies courses have specific requirements that must be met. Before submitting course(s) for this course type, ensure you have reviewed the criteria for <a href="#">general education</a></li></ul>

	and <b>liberal studies</b> courses.
<b>Course Descriptions</b>	<ul style="list-style-type: none"> <li>• Course descriptions are typically a brief one paragraph summary about the course.</li> <li>• Review the descriptions for the <b>Seneca courses</b> that are required for your program. Do any of these descriptions sound familiar to the courses you previously studied? Do you see similar themes or topics in these descriptions?</li> <li>• Courses with similar descriptions should be evaluated further to see if the detailed course outlines are also a match.</li> </ul>
<b>Detailed Course Outlines</b>	<ul style="list-style-type: none"> <li>• Compare the <b>detailed course outlines</b> from your previous studies to the Seneca courses that are required for your program.</li> <li>• Review the course learning outcomes and breakdown of topics covered. Do the Seneca courses cover the same content as your previous education?</li> <li>• Next, review the course hours/credits, do they appear to be of equal or greater value than your Seneca program courses?</li> <li>• If the answer to the above course outline comparison is yes, the course(s) should be submitted for further evaluation.</li> </ul>

## After completing an independent evaluation of courses

- If, after completing an independent evaluation of your course(s) using this guide you have identified some potential course matches, you should submit a **Transfer Credit Application**. The independent evaluation you completed will assist you in completing the *Previous Course Information* and *Seneca Course Information* fields.
- Email all required documentation with your transfer credit application, including detailed course outlines (attached as PDFs) to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).
- Once submitted, your application will be evaluated by program subject matter experts to determine if you are eligible for transfer credits towards courses in your program at Seneca.