

# 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 liberal studies 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 Seneca courses 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 detailed course outlines 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.