DESIGNING COURSE OUTLINES
TO FACILITATE TRANSFER

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#bccatJAM2023

- Course outlines are the major source of information for evaluations of transfer credit requests

- Impossible to correlate a specific element of a course outline with whether transfer credit is granted

- This project identifies the most common elements of course outlines in BC, and makes recommendations around designing course outlines to facilitate transfer

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The Role of Course Outlines

- Two types of course outlines: **official** and **syllabus**

- Transfer credit requests submitted through TCS must have a course outline attached

- BCCAT also has a Transfer-Friendly Course Outline template

Methodology

1) Review of course outlines policies/procedures at BCTS member institutions
   - This included course outline templates, and standardized course outline formats as shown by TCS submissions
   - Data from 36 of 39 BCTS member institutions

2) Review of comments submitted to the TCS where credit was denied or transfer credit request was closed

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Policies and Procedures

- 23 of 39 BCTS member institutions have policies or procedures establishing content of course outlines

- 16 of 23 do not distinguish between course outlines and syllabi

- 14 common elements on all institutions' course outlines

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PROVINCIAL TRANSFER FRIENDLY
COURSE OUTLINE

Course Outline Form

Insert Institution Logo Here

Course Code:		Number:		Number of Credits:	

Calendar Title:

Name of Institution:

Pick One: ☐ Division ☐ Faculty ☐ School	Department:	Program as Applicable:

☐ New Course ☐ Revised Course ☐ Replacement	Former Course Code(s) and Number(s) (if applicable):
Course Level: ☐ First Year ☐ Second Year ☐ Third Year ☐ Fourth Year	

Precluded Courses:

Calendar Description:

Date First Offered:

Total Hours:	Total Weeks:		This course is offered only on-line:	YES ☐	NO ☐

Typical Structure of Instructional Hours:

If yes, please indicate on-line or tutor interaction hours:

Practicum Hours (if applicable):

Breakdown	Duration
Lecture Hours	
Seminars/Tutorials	
Laboratory Hours	
Field Experience Hours	
Other Contact Hours	
Total	0

Type of Practicum	Duration
On-the-job Experience	
Formal Work Experience	
Other	
Total	0

If Other Contact Hours are specified please list:

If Other, please list:

Pre-requisite Statement (If there are no prerequisites, type NONE):

Non-Course Prerequisites (List if applicable or type NONE):	**Co-requisite Statement** (List if applicable or type NONE):

Transfer Agreements:

This is a revision of an existing course and is being submitted for re-articulation: YES ☐ NO ☐

To find out how this course transfers, visit the BC Transfer Guide at bctransferguide.ca

Detailed Course Content, Topics and Sequence Covered:

Learning Outcomes/Course Goals:

Please list specifics for any of the following:

Knowledge:

Skills:

Attittues:

Technologies:

Typical Evaluation Methods and % of Total Grade:

Grading System

Check whichever applies to this course:

Letter Grades: ☐   Percentage: ☐   Pass/Fail: ☐   Other:

Specify passing grade:

Typical Activities and Weighting (in %)

Final Exam:	%	Assignments:	%	Portfolio:	%	Practicum:	%
Midterm Exam:	%	Lab Work:	%	Project:	%	Other:	%
Quizzes/Test:	%	Field Experience:	%	Participation:	%	Total Must Equal At Least 100% (can be more if options provided)	

- Specify # of assignments (if applicable):
- Specify nature of participation (if applicable):
- Include number of and the variety and nature of writing assignments:

Typical Proportion of Individual Work and Group Work

% of Individual Work: % of Group Work:

Typical Text(s) and Resource Materials (if you require more space, please download Text(s) and Resource Materials supplemental form):

	Required	Author Surname, Initials	Title	Current Edition	Place of Publication	Published	Chapter(s) Covered
1.							
2.							
3.							
4.							
5.							

Course Outline Contact Person:

Other Pertinent Information Relevant to Transfer:

For more information on BC Transfer System Instructor qualification standards click here

Policies and Procedures

- Other elements: PLAR, land acknowledgement, semester/year when course first offered

- Most common policies listed on course outlines:
  - Academic integrity
  - Attendance/absences
  - Classroom conduct
  - Recording lectures
  - Copyright for course materials

- Most common student services listed on course outlines:
  - Accessibility
  - IT

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Review of TCS Comments

- As of 2023, institutions closing or denying transfer credit requests must provide a reason

- Institutions can ask for additional information before making a decision

- Data set of 3,519 reasons for closing (August 2022–August 2023) and 973 reasons for denial (March–July 2023)

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Review of TCS Comments

- Most common outline-related reasons for closing requests:
    - Course outline is out of date
    - Course outline was not provided
    - Already processed a request with the same course outline

- Most common outline-related reasons for denying requests:
    - Course outline was not provided
    - Course outline content indicates course is not university-level
    - Information on course outline does not match information on TCS form

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Recommendations

- Have a single institutional policy/procedure outlining required course outline elements

- Distinguish between course outlines and syllabi in policy/procedure

- Ensure that policy/procedure includes the most common information on course outlines and syllabi

- Consider creating a template for course outlines and syllabi

- Receiving institutions should consider whether course outlines or syllabi are appropriate documentation for transfer credit requests

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Thank you!

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