

**University of Victoria
Faculty of Engineering**

Policy for Course or Work Term Credits

All students wishing to apply for course credits for the Bachelor of Engineering or Bachelor of Software Engineering program, based on a course or courses taken at another institution, must do so within the first four months after entry to the program. **This time limit is strictly enforced.**

You are encouraged to read the course descriptions of program requirements and identify courses in your academic history that may be relevant for evaluation.

If you wish to pursue the possibility of a waiver of transfer credit, you must prepare and submit the following to the BEng Office:

1. A letter clearly stating the waiver/credit requested. Give the UVic course name and number and the course (or courses) you have taken that you think provide the basis for the request. This letter should also contain your local contact address, phone number and email address if known at the time of submission.
2. The title, author(s), and publishers of text(s) used in the course(s) being used for the challenge.
3. A copy of the official calendar description of the completed course(s).
4. A detailed course outline for the completed course(s), including the grading scheme used.
5. Copies of lab assignments, if appropriate.
6. Copies of homework assignments, if appropriate.
7. Copies of midterm (and if available, final) exams for the course(s) used in the challenge.

Course equivalents will be evaluated by the appropriate department and will be determined based on the following points:

- Course material overlap (a minimum of 80% will be considered satisfactory)
- Course load and contact hours (should be comparable)
- Laboratory required (should have similar requirements)
- Year in which course was taken (should not precede current date by more than 3-6 years depending on the subject matter)
- Depth and type of coverage (e.g., courses intended for training rather than providing a thorough understanding of principle characteristics of university level courses)
- Minimum grade requirement (credit for work completed while outside of program will only be granted for courses in which a C- or higher, or equivalent, was awarded. For some courses a higher minimum grade may be required.)

Until the evaluation is complete, you should register in the course(s).

All work term credit/challenge requests should be directed to the Engineering and Computer Science/Math Co-op Office. **Work term transfers/challenges must be initiated within the first four months after entry to the program.** Consult the Engineering and Computer Science/Math Co-op Office for regulations and requirements regarding work term transfers and challenges.