

# Requesting Official Course Outlines

To request an official KPU course outline, students must send an e-mail to [student.records@kpu.ca](mailto:student.records@kpu.ca) from their KPU e-mail account (to verify status as a current or former KPU student). In the email, please include the following information to avoid delay in processing the request:

- Your full name as it was when you were a student at KPU
- Your 9-digit KPU student number
- The course code and number for each course outline you require, as listed on your transcript, e.g. ENGL 1100
- The name and e-mail address of the person(s) or institution(s) to receive the course outline(s)

Requests are typically completed within 10 business days.