

Requesting Official Course Outlines

To request transfer credit at other educational institutions for a course taken at KPU, students are often required to provide the other institutions with a copy of the official course outline that was in effect at the time the course was taken at KPU.

Official course outlines are provided as a service to current and previous KPU students.

Making a 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)

We will endeavour to fill course outline requests within 10 business days.

What if...

- You don't know your KPU student ID number
- You don't know the course numbers you require or when you took them
- You do not know or remember your myKwantlen login or email information

Please contact KPU's Student Enrolment Services department (www.kpu.ca/ses/).