

What are *Official Course Descriptions*?

For course descriptions to be considered official by APEGS they must be published by the university either online or in hard copy and they must be from the time you attended, not the current program.

- If you obtained your course descriptions online, you must provide us with the link.
- If your course descriptions are from a hard copy, we will accept a scanned copy. You must provide us with the front and back cover and any publication information at the beginning of the document.
- Only provide course descriptions for math, science, and engineering or geoscience courses.
- Ensure that the course names and numbers for the course descriptions match those on your transcript. If they do not, you must provide a guide to show how the course descriptions align with your transcript.
- If you are not able to get course descriptions from the time you attended, you must get them as close as possible to the time you attended.
- If the university does not publish course descriptions, you may write your own, but you must have them signed by a professor in the department who will verify that they are an accurate representation of the course content.
- If you are not able to obtain course descriptions, you must notify APEGS by sending an email to academicreview@apegs.ca. We will do the academic assessment without the course descriptions, but it may result in you being assigned deficiencies, if the academic review committee cannot determine that certain content has been covered.