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ENGINEERS AND GEOSCIENTISTS BC GUIDELINE TO COMPLETING GEOSCIENCE CHECKLIST & COURSE DESCRIPTIONS

I. GEOSCIENCE CHECKLIST

The Geoscience checklist is required for all GIT and P.Geo. applicants who require an academic assessment. If you are required to complete a checklist, you will be directed to complete this requirement via a request made through your Document Requests page.

You will need to select the checklist that corresponds to the discipline (Geology, Environmental Geoscience, or Geophysics) selected on your application and will also need to select a checklist that corresponds to where you completed your studies at.

When determining which checklist to use, please consider the following:

- Engineers and Geoscientists BC has specific course equivalency lists for most BC institutions. If you have completed your studies from one of the institutions listed on the [Geoscience Self-Evaluation Checklists](#) page, please ensure that you use the equivalency list for the institution that you studied at.
- If you are applying in Geophysics, have attended a post-secondary institution outside of BC, or completed your education at a BC institution that does not have a course equivalency list, please use a general checklist listed under the “General Self-Evaluation Checklists” section.
- If you have completed courses at two different BC institutions or a BC institution and a post-secondary school outside of BC, please select the checklist that corresponds to the school that you completed a majority of your courses at. If you have completed a majority of your courses outside of BC, please use a general checklist.

I. (a) GUIDELINES TO COMPLETING THE CHECKLIST

Each checklist will contain information on the required number of courses or courses that meet a specific requirement. In addition to these requirements, please consider the following as you are completing your checklist:

- Course names and/or course codes need to be recorded on your checklist as the courses are listed on your official transcripts and course descriptions (see page 3 for more information on course descriptions). Please refrain from submitting checklists with a \checkmark or X beside each requirement.
- If you have completed courses from multiple institutions, please ensure that:
 - Engineers and Geoscientists BC receives official transcripts from each institution
 - The name of each school is written beside each course name and/or code that is recorded on your checklist

For example: Applicant A is applying in Geology. Applicant A has completed a degree at SFU, but has also completed a few courses at University A (located outside of BC). Selecting the SFU Geology Checklist, Applicant A ensures that each course code corresponds to the course codes used on the official transcripts. In addition, Applicant A indicates which university each course was completed at.

	Number	Description	SFU Course	For Applicant Use
Group: 1A – Compulsory Foundation Science – 11-GEOCOM- Fundamental Science (3 Required)				
	FS-A1	Calculus (1 semester)	MATH 150, 151, 154, 157 (Choose One)	MATH 150 SFU
	FS-A2	Physics (1 semester)	PHYS 101, 120, 125, 140 (Choose One)	PHYS 123 University A
	FS-A3	Chemistry (1 semester)	CHEM 121	CHEM 121 SFU

- Please include all post-secondary courses that meet the requirements on your checklist. The checklist is not restricted to only courses that you completed during an undergraduate program or your most recently completed program.
- You should not use one course for multiple checklist requirements unless the course content clearly includes two or more different topics listed in the requirements.

To account for course/program differences across international institutions, individual reviews will be conducted to see if multiple topics can be satisfied. If you believe that a completed course covers multiple topics, you will be required to provide an addendum outlining these course(s) and how the content satisfies multiple topics. Please attach this addendum to the end of your checklist.

- When adding courses to your checklist, please use the course code and/or name as awarded by the school that you completed the course at. Do not use the course equivalent that was determined by another university. Engineers and Geoscientists BC will need to determine equivalency for your courses.

For example, a student completes MATH 101 at University A, but transferred to University B where it was determined that MATH 101 at University A is equivalent to University B's MATH

2000. On the Engineers and Geoscientists BC checklist, this student should record “MATH 101 University A” for the corresponding checklist requirement not “MATH 2000 University B” as the student did not actually complete University B’s MATH 2000.

I. (b) USING EXAMINATIONS, HIGHSCHOOL COURSES, OR COURSES TAUGHT

In the event, that you feel that you have science courses taken during high school or have taught courses that may qualify towards some of the academic requirements, please note that you can use them on the checklist; however, these courses will be reviewed on a case-by-case basis and equivalency is not guaranteed.

- In general, high school courses are not acceptable; however, it is recognized that in certain academic systems, the Foundation Science courses (e.g. Calculus) are covered in a final year of high school or through exams and considered equivalent to first year courses at a post-secondary institution.

If you completed high school courses or exams that are equivalent to post-secondary courses, please indicate this on your checklist. If this applies to you, please note that an official transcript or proof of completion for an examination or course will need to be submitted. You will also need to submit additional information that confirms that the course or exam is equivalent to a post-secondary course.

- If you have taught a course as a teaching assistant or university/college instructor, you may claim the course against the checklist requirements. A course description for the course you taught and a letter from your supervisor/employer will be required. On the checklist, please clearly indicate which courses you taught.

II. COURSE DESCRIPTIONS

Course descriptions are required for all courses listed on your Self-Evaluation Checklist. All applicants are required to provide course descriptions. This is true even if you have attended a BC school.

You will be directed to submit course descriptions via a request made through your [Application Status](#) portal (login required).

II. (a) GUIDELINES TO SUBMITTING COURSE DESCRIPTIONS

Course descriptions are only required for courses that you will be recording on your checklist. You do not need course descriptions for every course that you have completed during your studies.

Engineers and Geoscientists BC accepts course descriptions via the following methods. Please note that the source of all course description documents must be indicated on your course description document.

- A copy of your official course descriptions sent directly from your institution to Engineers and Geoscientists BC by mail, fax, or e-mail.
- Course descriptions downloaded or obtained from the official website of your academic institution. You can upload a list of the course descriptions you have completed with the school’s website

URL clearly indicated on the document. Please also include the course description text. This ensures that we have the course content if the URL is broken or cannot be accessed.

- Course descriptions obtained from a professor or faculty advisor from your school of graduation. If you receive course descriptions directly from a professor or faculty advisor, please attach your email correspondence or a signed letter with your course descriptions. Contact information (direct phone number, school email address, etc.) of the professor or faculty advisor must be provided in the letter or the email correspondence.

II. (b) GUIDELINES TO WRITING YOUR OWN COURSE DESCRIPTIONS

If you are unable to obtain course descriptions directly from the university or through the university's website, you are permitted to write your own course descriptions.

Please note the following instructions when writing your course descriptions.

- You must indicate on the documentation that you are the author of your course descriptions and provide an explanation as to why you are unable to obtain official course descriptions directly from the institution.
- Course descriptions must be written for all courses claimed on your self-assessment checklist. You are asked to recall as much detail concerning courses as possible.
- Where possible, details should include a course outline, course content, textbooks used, hours required to complete the course, etc. All this information is helpful in assessing your academic background.
- You must indicate all sources used to help write your own course descriptions; for example, standard syllabi, personal notes, textbooks, materials provided by classmates, etc. Where applicable, you must indicate how your courses differed from any of the sources used.
- If the exact version of course description used for your program is not available, you may provide the current course description. In this case, you must describe the difference between the new and old course descriptions as a separate document submitted with your syllabus.

Note: You may be contacted for further explanation regarding any self-created descriptions.

II. (c) COURSE DESCRIPTIONS FOR EXAMS, HIGHSCHOOL COURSES, AND COURSES TAUGHT

Please follow the same guidelines to writing or submitting course/exam descriptions as described above. In addition to your descriptions for your exams, high school courses, and courses taught, you will be asked to provide the following:

- To accompany your course descriptions, exams and high school courses that are used on the checklist need to be submitted with information that explains how the exam or high school course

is equivalent to a post-secondary course.

- To accompany course descriptions on courses taught, please also submit a letter from your supervisor that confirms your role as an instructor or teaching assistant. The letter should also confirm the topics taught in the course.