



Transfer credit(s) and/or course exemption(s) are normally applied for upon admission (refer to the [SGS Calendar](#), General Regulations).

## Accompanying Documentation

An official transcript must be sent directly from the issuing institution to the graduate unit. A copy of the official transcript is required along with this form for SGS approval. For transfer credit, the graduate unit will verify that the course(s) has not been used for credit towards another qualification.

## Transfer Credit

Transfer credit will be limited to one full course (1.0 FCE) or 25% of the program course requirements, whichever is greater. Transfer credit may be granted for graduate work completed in another program, provided that the course(s) has not been credited towards another degree, diploma, certificate, or any other qualification. Approval of both the graduate unit and the School of Graduate Studies is required.

## Transfer Credit From Approved Exchange Program

Students participating in an approved exchange program may receive transfer credit for up to 50% of the course requirements for their degree. They may also complete language requirements while on the exchange. Transfer credit arrangements for exchange program participants must be recommended by the graduate unit and approved in advance by the School of Graduate Studies. To initiate this process, students must complete the [Course Pre-authorization](#) (PDF) form.

## Course Exemption

With the approval of the graduate unit and the School of Graduate Studies, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. **Note: overall course credit requirements for the degree are not reduced.**

### Section 1: Student Information (to be completed by the student).

Last Name:	First Name(s):	Student Number:
Degree:		Graduate Unit:
U of T Email:		

### Section 2: Course Information (to be completed by the student and graduate unit).

Identify Whether Requesting Transfer Credit or Course Exemption	Course Number(s)	Credit Weight(s) (half/full)	Issuing Institution	Session(s)	Grade(s)
Transfer Credit(s)					

Identify Whether Requesting Transfer Credit or Course Exemption	Substituting Course Number(s)	Credit Weight(s) (half/full)	Issuing Institution	Session(s)	Grade(s)	Indicate Specific Program Requirement(s) to be exempt
<input type="checkbox"/> Course Exemption(s)						
*By signing this form, I request that the above course(s) be transferred and/or exempted to my current degree program.						
Student's Signature*, **: (sign and print name)						Date:

**Section 3: Chair/Director/Graduate Coordinator Approval.**

When recommending course exemption(s), provide rationale:		
**Accompanying Documentation: for transfer credit and/or exemption, an official transcript must be sent directly from the issuing institution to the graduate unit. A copy of the official transcript is required along with this form for SGS approval. For transfer credit, the graduate unit will verify that the course(s) has not been used for credit towards another qualification.		
Chair/Coordinator's Signature**: (sign and print name)	Graduate Unit:	Date:

**Section 4: Vice-Dean, Students, School of Graduate Studies Approval.**

Request for Transfer Credit and/or Course Exemption:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Vice-Dean's Signature, School of Graduate Studies:			Date:

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