



Course Pre-authorization Prior to an Opportunity Abroad

Graduate students wishing to participate in an approved exchange program on the recommendation of their graduate unit and approval by the School of Graduate Studies, may receive transfer credit for up to 50% of the course requirements for their degree. You may even be able to satisfy your language requirements. Approval of transfer credits and exemptions must be recommended by your graduate unit and authorized by SGS. It is your responsibility to discuss credit for coursework and language proficiency requirements with your supervisor (if applicable) and graduate unit, prior to applying for an opportunity abroad.

Graduate course(s) and language proficiency requirements for an exchange program participant must be approved in advance by the student’s supervisor (if applicable) and home graduate unit. Once completed, this form will be sent directly by your home graduate unit to the School of Graduate Studies. If your course(s) and/or language requirements are approved, SGS will notify the Centre for International Experience who will proceed and consider your graduate exchange application.

Important to note: it is not the grading scale at the host institution that determines transfer credit but the grading scale at U of T. A minimum grade equivalent to the U of T grade of “B-” must be obtained at your Host University in order for a course to be considered for graduate credit transfer. For students studying in Europe, further note that 6 ECTS (European Credit Transfer System) credits are equivalent to 0.5 FCEs. SGS makes the decision on how to apply the ECTS grading scale to the U of T system.

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

Name:		Student Number:	
Degree:		Graduate Unit:	
U of T Email:			
Note, exchange program applicants must attach course outlines or submit the calendar entry from the host university.			
Course Number and Title	Credit Weight (half/full)	Institution Where Course Taken	Session

Student's Signature:			Date:

Section 2: Chair/Director/Graduate Coordinator Approval.

Home Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:
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Section 3: Vice-Dean, Students, School of Graduate Studies Approval.

Course Pre-authorization:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:		Date:

Freedom of Information and Protection of Privacy Act: www.rosi.utoronto.ca/fippa.php