



UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

Transfer Credit Handbook

2013- 2014

This handbook will assist you in assessing transfer credit in an approved exchange program, on the recommendation of your graduate unit and approval by the School of Graduate Studies.

**A Reference for
Graduate Students on
Exchange**

May 2013

Course Pre-Authorisation 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 authorised 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.

This handbook will help you prepare for your discussions with your graduate unit.



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Getting Started

Congratulations on embarking on what will most likely be a rewarding experience both academically and culturally while on an exchange opportunity abroad.

If you are still undecided about an exchange opportunity or require more information about the experience, please visit the University of Toronto's Centre for International Experience (CIE) website, [Exchange Programs](#).

The School of Graduate Studies (SGS) advises any student who wishes to pursue an exchange opportunity abroad, as approved by CIE, to begin the transfer credit process as early as possible; for example, it is recommended to start the transfer credit process in January 2014 for a fall session 2014 exchange placement.

To start this process, begin with a discussion with your supervisor (if applicable) and your graduate unit, and let them know your interest in an exchange opportunity abroad. A course pre-authorisation form must be a part of this initial discussion. Some questions to consider during your discussion is how many exchange courses are appropriate to take, might an exchange impact your funding, and how or when will your supervisory committee meet, if applicable.

Course Pre-Authorisation Form

The Course Pre-Authorisation form (see Appendix A) is the initial document that will start your exchange opportunity abroad. Use this form to discuss your options with your supervisor (if applicable) and your graduate unit.

If an exchange program is recommended by your graduate unit and is approved by SGS, you may be eligible to receive transfer credit for up to 50% of the course requirements for your degree. You may even be able to satisfy your language requirements.

It is your responsibility to discuss credit for coursework and language requirements with your supervisor (if applicable) and graduate unit, prior to applying for an opportunity abroad with CIE.

Along with the Course Pre-Authorisation form, exchange program applicants must also attach the host institution course outlines, if available, or submit the host calendar entry or any other supporting documentation. Once completed and approved by your graduate unit, the Course

Pre-Authorisation form will be sent by your graduate administrator directly to SGS.

If your course(s) and/or language requirement(s) receive SGS approval, SGS will notify your graduate unit and CIE who will proceed and consider your graduate exchange application.

Important to note, should you change your course selection closer to the date of an exchange, you will need to contact your graduate unit and complete a new Course Pre-Authorisation form.

Identifying an Appropriate Graduate Level Course

A graduate student on an approved exchange program must be enrolled in a graduate level course to receive graduate transfer credit. An appropriate graduate course for credit is one that satisfies the following criteria:

- a) The issuing institution must be recognised as having degree granting authority by the appropriate government ministry or its equivalent; and
- b) The graduate course must be comparable to a corresponding U of T course in terms of breadth and depth (i.e. satisfying the SGS 75% academic liberal arts and science content requirement); and
- c) A full graduate course (course weight of one full course equivalent or 1.0 FCE) should involve a minimum of 48-72 hours of organised activity (e.g. 2 lectures or 3 hours of laboratory work a week over two sessions); a half course (0.5 FCE) should require approximately half this time commitment; and
- d) Where appropriate, the graduate course must have the required affinity to the graduate program to which the applicant is currently enrolled.

Academic Liberal Arts and Science Content

When discussing with your supervisor (if applicable) and graduate unit prior to an opportunity abroad about graduate courses that do not have a counterpart at the University of Toronto, take into account the academic liberal arts and science content requirement when considering equivalency and eligibility for transfer credit. The graduate course should have over 75% academic liberal arts and science content and be a part of a recognised graduate degree program.

On An Exchange

You have arrived at your host institution and have started your graduate course(s), as pre-authorized by both your graduate unit and SGS. Be sure to note the following important information regarding non-authorized courses, adding or dropping courses, and the host institution grading scale.

Non-authorized Courses

After you have arrived at your new host institution, you may want to enroll in courses that you did not include on a Course Pre-Authorisation form.

You must receive approval from your graduate unit to take any graduate level course(s) that are different from your initial Course Pre-Authorisation approval. You may fax or email a copy of the Course Pre-Authorisation form along with a course syllabus or calendar entry to your graduate administrator who will discuss the course change with your supervisor (if applicable) and Graduate Coordinator.

If the course change is approved by your graduate unit and SGS, your graduate unit will advise you by email. Ensure that you maintain a copy of the email approval from your graduate unit and attach it to your request when you apply to SGS for transfer credit upon your return home.

Adding or Dropping Courses

Courses must be added or dropped by the host institution's deadlines.

Host Institution Grading Scale

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 (see grade scales, 1.2.2. graduate of the [University Assessment and Grading Practices Policy](#)).

For students studying in Europe, 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 grading system.

You must ensure that a final transcript is sent directly from your host institution to your U of T graduate unit, to request transfer credit.

Returning to U of T, and Requesting Transfer Credit

You have returned home, most likely from an enriching experience abroad, and are ready to resume your current graduate program at the University of Toronto.

To receive transfer credit to your current graduate program, complete the SGS Transfer Credit and/or Course Exemption form (see Appendix B) and submit it to your graduate unit. It is your responsibility to request that a final transcript be sent directly from your host institution to your graduate unit. Once the host transcript is received, it will be recorded in your official student file, which is maintained by your graduate unit.

If your transfer credit request is approved by your Graduate Coordinator, your graduate unit will make a copy of the host transcript and include it with a copy of the Course Pre-Authorisation form and Transfer Credit form and will forward the three documents to SGS for final approval.

Normally, if the graduate exchange course has not changed since the course pre-authorisation process, the transfer credit will be approved by your Graduate Coordinator and SGS. The transfer credit will be recorded on your U of T transcript.

Final Approval of Transfer Credit and the U of T Transcript

SGS is responsible for ensuring that all requests for transfer credit are assessed in accordance with the policies and guidelines of the University of Toronto. All final grade(s) are subject to the University Assessment and Grading Practices Policy.

The final grade from your graduate exchange course does not appear on your U of T transcript as a letter grade or percentage grade. A graduate course taken during an exchange program will appear as a 'CR' (credit) grade on your official U of T academic record.

Language Requirement

Your graduate program may require that you have an adequate knowledge of such language or languages, other than English. Refer to your graduate unit entry for specific requirements, as indicated in the most current [SGS Calendar](#).

Testing and certification of languages may be administered by the appropriate language department or by your graduate unit. At the discretion of your graduate unit, language

requirements are normally satisfied with a placement exam upon your return to your graduate program.

Language opportunities are mainly offered during the summer session and are listed on the CIE website, [Summer Options](#). Some institutions also have language courses that are taught during the fall and winter sessions; if this interests you, please inquire with CIE.

Questions and Contacts

If you have any questions, please contact your supervisor (if applicable), your Graduate Coordinator or your Graduate Administrator as they can assist you with your graduate exchange course(s) discussion and selection.

The Centre for International Experience can assist you with exchange program related queries.

As well, you can contact your divisional Student Services Officer at the School of Graduate Studies with any questions relating to the Course Pre-Authorisation form or Transfer Credit and/or Course Exemption form and the overall process.

Contacts:

- [Graduate Unit Directory](#)
- [Centre for International Experience Directory](#)
- [School of Graduate Studies Directory](#)

Course Pre-Authorisation 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 authorised 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 UofT. A minimum grade equivalent to the UofT 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 UofT system.

SECTION 1: Student Information (To be completed by the student).

Name:		Student Number:	
Degree:		Graduate Unit:	
UofT 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-Authorisation:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:		Date:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.



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-Authorisation](#) (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	Course Number(s)	Credit Weight(s) (half/full)	Issuing Institution	Session(s)	Grade(s)	Indicate specific course requirement the exemption is substituting
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.

Provide rationale, if recommending course exemption(s).		
<p>**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.</p>		
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:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	

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