



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Academic Board

SPONSOR: Trevor Young, Vice-President & Provost
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PRESENTER: Dwayne Benjamin, Vice-Provost, Strategic Enrolment
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DATE: May 16, 2024 for May 23, 2024

AGENDA ITEM: 7

ITEM IDENTIFICATION:

Amendments to the *Policy on Transfer of Course Credits*.

JURISDICTIONAL INFORMATION:

Pursuant to Section 5.3.3. of the Academic Board Terms of Reference, University-wide admissions policies and amendments thereto, require the approval of the Board.

The Committee on Academic Policy and Programs has the authority to recommend to the Academic Board for approval major amendments to University-wide policies with respect to Admissions policies (*AP&P, Terms of Reference, 4.1 Admissions policies Examinations*)

GOVERNANCE PATH:

1. Committee on Academic Policy and Programs [for recommendation] (May 8, 2024)
2. **Academic Board [for approval] (May 23, 2024)**

PREVIOUS ACTION TAKEN:

The *Policy on Transfer of Course Credits* was approved in September 1994.

HIGHLIGHTS:

The Policy on Transfer of Course Credits was established in 1994 and provides guidance to academic units regarding the recognition of transfer credit from Ontario Universities. Since this time there have been several changes such as a more diverse student population, alternative course delivery modes and the introduction of private third-party course credit providers.

In August 2023, the three Arts and Science divisions formulated a working group to discuss challenges with current transfer credit practices and to review divisional policies. One of the greatest issues identified was the increased presence of third-party course credit providers and concerns with the quality of educational opportunities provided and academic integrity.

The working group focused on divisional policies, however, following discussions, a recommendation was made to review the university policy. The University Registrar's Office, in collaboration with academic units initiated this review in October 2023.

The review has resulted in several recommended changes to the Policy. These include:

- The inclusion of a policy statement.
- Inclusion of definitions for on-admission, post-admission transfer credit and recognized institution.
- Updated scope to reflect recognized institutions.
- Addition of two principles regarding post-admission transfer credit.

CONSULTATION

1. Transfer Credit working group: Monthly meetings from September 2023 to January 2024
2. Registrar Weekly Meeting: Various meetings between November 2023 and January 2024
3. Academic Roundtable: March 7, 2024
4. Provost Advisory Group: March 13, 2024
5. VPSEM Student Advisory Group: April 3, 2024
6. Council of First Entry Deans: April 17, 2024

FINANCIAL IMPLICATIONS:

There are no budgetary implications.

RECOMMENDATION:

Be it Resolved:

THAT the proposed amendments to the *Policy on Transfer of Course Credits* be approved, effective immediately.

DOCUMENTATION PROVIDED:

- Policy on Transfer of Course Credits (Current)
- Revisions to the Policy on Transfer of Course Credits (Track Changes)
- Revisions to the Policy on Transfer of Course Credits (Clean)

University of Toronto Governing Council

Policy on Transfer of Course Credits

October 20, 1994

To request an official copy of this policy, contact:

The Office of the Governing Council
Room 106, Simcoe Hall 27 King's College Circle University of Toronto Toronto, Ontario
M5S 1A1

Phone: 416-978-6576

Fax: 416-978-8182

E-mail: governing.council@utoronto.ca

Website: <http://www.governingcouncil.utoronto.ca/>

Approved by: Academic Board

Responsible unit: University Registrar

POLICY ON TRANSFER OF COURSE CREDITS

(a) Acceptance of transfer credits among Ontario Universities shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer should allow for the maximum recognition of previous learning experience in university-level courses.

(b) Subject to degree, grade, program requirements, any course offered for credit by one university shall be accepted for credit by another Ontario university when there is essential equivalency in course content.

September 8, 1994

University of Toronto Governing Council

Policy on Transfer of Course Credits

~~October 20, 1994~~ May 2024

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DEFINITIONS

On-Admission Transfer Credit: Credit considered for eligible courses presented during the admission process to the University of Toronto, as defined by the home academic unit.

Post-Admission Transfer Credit: Credit considered for courses completed at another recognized institution outside of the admission process to the University of Toronto, as defined by the home academic unit. This may include, but is not limited to, Letters of Permission (LOPs) and formal exchange agreements.

Recognized Institution: An institution that has the authority to grant academic credentials by the authorities where the institution is established and is recognized by an academic unit at the University of Toronto for transfer credit.

POLICY ON TRANSFER OF COURSE CREDITS

The University of Toronto will consider transfer credit requests for credit completed at a recognized institution.

To grant a transfer credit, the University must be satisfied that courses taken at another recognized institution meet the same academic standards as those offered at the University of Toronto, adhere to the University academic policies and are applicable to the student's degree program.

Academic calendars will provide specific policies relating to transfer credit for each academic unit including the maximum number of transfer credits that a student may use toward their University of Toronto credential. Students who wish to take courses at another university are advised to consult with their home academic unit prior to enrolling in any courses.

The following principles will guide transfer credit decisions:

(a) Acceptance of On-admission transfer credit from s among Ontario Universities a recognized institution shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer should allow for the maximum recognition of previous learning ~~experience~~ in university-level courses.

(b) Academic units will determine the conditions under which they will consider post-admission transfer credit. Decisions will be informed by factors such as, but not limited Subject to, the degree, program, grade, and accreditation requirements, any eCourses offered for credit by a recognized one university institution will only shall be considered accepted for credit by another Ontario university when there is essential equivalency in course content and rigour.

(c) Post-admission transfer credit opportunities for courses administered by a third-party organization will not be eligible for transfer credit consideration, even if the course is offered in partnership with, or under the auspices of, a recognized institution.

(d) Post-admission transfer credit for online courses completed at another recognized institution will only be considered for transfer credit with prior approval from a students' home academic division.

September 8, 1994 May 2024

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May 2024

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Academic calendars will provide specific policies relating to transfer credit for each academic unit including the maximum number of transfer credits that a student may use toward their University of Toronto credential. Students who wish to take courses at another university are advised to consult with their home academic unit prior to enrolling in any courses.

The following principles will guide transfer credit decisions:

(a) On-admission transfer credit from a recognized institution shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer should allow for the maximum recognition of previous learning in university-level courses.

(b) Academic units will determine the conditions under which they will consider post-admission transfer credit. Decisions will be informed by factors such as, but not limited to, the degree, program, grade, and accreditation requirements. Courses offered for credit by a recognized institution will only be considered for credit when there is equivalency in course content and rigour.

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May 2024