

**FOR RECOMMENDATION**

**PUBLIC**

**OPEN SESSION**

**TO:** UTSC Academic Affairs Committee

**SPONSOR:** Prof. Karin Ruhlandt, Vice-Principal, Academic and Dean  
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**PRESENTER:** Shelby Verboven, Registrar & Assistant Dean, Strategic Enrolment Management  
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**DATE:** January 30, 2025 for February 6, 2025

**AGENDA ITEM:** 8

**ITEM IDENTIFICATION:**

Proposed Changes to Academic Regulation: Courses at Other Universities (Letters of Permission and Transfer Credit)

**JURISDICTIONAL INFORMATION:**

The University of Toronto Scarborough Academic Affairs Committee (AAC) “is concerned with matters affecting the teaching, learning and research functions of the Campus (*AAC Terms of Reference, 2022*, section 4).” Under section 5.5 of its *Term of Reference*, “amendments to Campus academic regulations that will have a major effect on the entire Campus or that would require an exception to some element of University-wide policy” would require an approval by the Committee on Academic Policy and Programs of the Academic Board following recommendation by the AAC.

**GOVERNANCE PATH:**

1. **UTSC Academic Affairs Committee [For Recommendation] (February 6, 2025)**
2. Committee on Academic Policy and Programs [For Approval] (February 13, 2025)

**PREVIOUS ACTION TAKEN:**

No previous action in governance has been taken on this item.

**HIGHLIGHTS:**

This proposal aims to change the academic regulations described in the [Courses at Other Universities \(Letters of Permission and Transfer Credit\) section](#) of the *UTSC Academic Calendar* to align with the

Faculty of Arts & Science (FAS), the University of Toronto Mississauga (UTM), and the Daniels Faculty of Architecture, Landscape, and Design, which are making similar changes to their transfer credit policies.

Over the past several years, UTSC, FAS, and UTM have observed an increase in the number of post-admission transfer credit applications. In many cases, students expecting to use transfer credits granted for these courses toward program and/or degree completion have seen their applications denied, resulting in them not only incurring a financial loss for these courses but also needing to complete additional courses for which they may not have been planning, either academically or financially.

In 2023, following discussions with the three Arts and Science divisions, the University Registrar's Office, in collaboration with academic units initiated a review of the university's [Policy on Transfer of Course Credits](#). As a result of the review, several amendments were approved in May 2024. Changes include a requirement for prior approval for transfer credit consideration for online courses and a restriction on transfer credit for courses credits offered by private third-party providers. Divisions including the University of Toronto Scarborough are now incorporating these changes and are seeking to increase alignment across the Faculty of Arts & Science (FAS), the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) and the University of Toronto Mississauga (UTM).

The proposed changes will remove the option for students to apply for post-admission transfer credit and clarify that courses taken elsewhere must be pre-approved via the Letter of Permission or through the University's Study Abroad or other approved processes. Additionally, policy language will be revised to clarify that students should take courses at the University of Toronto and that Letters of Permission will only be granted for reasons where a course cannot be taken at the University of Toronto. Students who can demonstrate the need to take a course outside of U of T will be considered for a Letter of Permission approval on a case-by-case basis.

In developing this proposal, there was extensive consultation with stakeholders across UTSC, including the Scarborough Campus Students Union (SCSU), the Academic Advising & Career Centre, AccessAbility Services, and chairs of academic departments. There was also consultation with the Registrar's Offices in the Faculty of Arts & Science, the University of Toronto Mississauga, the John H. Daniels Faculty of Architecture, Landscape, and Design, and the University Registrar's Office.

## **FINANCIAL IMPLICATIONS:**

There are no significant financial implications to the campus operating budget.

## **RECOMMENDATION:**

Be It Recommended:

THAT the proposed changes to the UTSC academic regulations concerning Courses at Other Universities (Letters of Permission and Transfer Credit), as detailed in the accompanying proposal, be approved, effective September 1, 2025.

**DOCUMENTATION PROVIDED:**

1. Proposal - UTSC Academic Calendar, Courses at Other Universities (Letters of Permission and Transfer Credit) (January 23, 2025)

# 2024-25 Curriculum Cycle

## Changes to UTSC Academic Regulations

<b>Proposed Change</b>	UTSC Academic Calendar, Courses at Other Universities (Letters of Permission and Transfer Credit) Clarification to the post-admission transfer credit policy
<b>Division</b>	University of Toronto Scarborough (UTSC)
<b>Proponents</b>	Office of the Registrar, University of Toronto Scarborough
<b>Contact</b>	Registrar’s Office: Shelby Verboven, Registrar and Assistant Dean, Strategic Enrolment Management ( <a href="mailto:shelby.verboven@utoronto.ca">shelby.verboven@utoronto.ca</a> )
<b>Version Date</b>	January 23, 2025
<b>Effective Date</b>	September 1, 2025

### Governance Route

1. UTSC Academic Affairs Committee [For Recommendation] (February 6, 2025)
2. Committee on Academic Policy and Programs [For Approval] (February 13, 2025)

### Summary

This is a proposal to amend the academic regulations as they are described in the [Courses at Other Universities \(Letters of Permission and Transfer Credit\) section](#) of the academic Calendar, as follows:

1. Remove the option for students to apply for “Post-Admission Transfer Credit,” and clarify that courses taken elsewhere must be pre-approved via the Letter of Permission or via the University’s Study Abroad or other approved processes. Currently, students may request transfer credit after courses have been completed at non-Canadian universities.
2. Revise policy language to clarify that students should be taking courses at the University of Toronto and that the granting of Letters of Permission will only be for reasons where a course cannot be taken at the University of Toronto.

In 2023, following discussions with the three Arts and Science divisions, the University Registrar’s Office, in collaboration with academic units initiated a review of the university’s [Policy on Transfer of Course Credits](#). As a result of the review, several amendments were approved in May 2024. Changes include a requirement for prior approval for transfer credit consideration for online courses and a restriction on transfer credit for courses credits offered by private third-party providers. Divisions including the University of Toronto Scarborough are now

incorporating these changes and are seeking to increase alignment across the Faculty of Arts & Science (FAS), the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) and the University of Toronto Mississauga (UTM).

## Calendar Copy Showing All Changes

Current Text	Proposed Text
<p data-bbox="203 556 763 625"><b>Courses at Other Universities (Letters of Permission and Transfer Credit)</b></p> <p data-bbox="203 646 755 718"><a href="https://utsc.calendar.utoronto.ca/course-regulations#otheruni">https://utsc.calendar.utoronto.ca/course-regulations#otheruni</a></p> <p data-bbox="203 756 779 976">Degree students in good standing may take a maximum of 5.0 Full Course Equivalents (FCE) elsewhere for transfer credit. Students admitted with transfer credit may be limited in the number of courses that they may transfer after admission.</p> <p data-bbox="203 1018 787 1344">Prior to taking courses at a Canadian university, students should request a Letter of Permission to confirm the acceptability of those courses for transfer credit. For other universities, students may submit a request for transfer after completing courses elsewhere (Post-Admission Transfer Credit); students are cautioned that there is no guarantee transfer credit will be awarded.</p> <p data-bbox="203 1375 795 1890">Students should confirm they are eligible to request transfer credit before applying by referring to the Letter of Permission and Post-Admission Transfer Credit Guidelines on the <a href="#">Admissions &amp; Student Recruitment website</a>. Students must apply and submit payment online for transfer credit assessment using the form available at the <a href="#">Transfer Credit, Letter of Permission and Visiting Student Payment Processes</a> website. Assessment of transfer credit may take several weeks to process depending on the time of year and the nature of the request. Applicants are responsible for submitting</p>	<p data-bbox="820 556 1380 625"><b>Courses at Other Institutions (Letters of Permission and Transfer Credit)</b></p> <p data-bbox="820 693 1421 840">Students registered at U of T Scarborough should choose courses offered at U of T Scarborough or elsewhere at the University of Toronto.</p> <p data-bbox="820 871 1421 1207">Where a student has a strong rationale to study at another recognized institution, they may submit a Letter of Permission request. Degree students in good standing may take a maximum of 5.0 Full Course Equivalents (FCE) elsewhere for transfer credit. Students admitted with transfer credit will be limited in the number of courses that they may transfer after admission.</p> <p data-bbox="820 1239 1421 1680">Transfer credit will only be granted for courses pre-approved by a Letter of Permission. Permission obtained from an instructor or from an academic department for program purposes does not replace a Letter of Permission and will not result in granted transfer credit. Requests for Letters of Permission are reviewed on a case-by-case basis. Detailed eligibility requirements and deadlines to request a Letter of Permission for transfer credits are available on the <a href="#">Admissions &amp; Student Recruitment</a> site.</p>

requests well in advance of any deadlines they must meet, and for obtaining the appropriate advising concerning the Letter of Permission and Transfer Credit processes.	
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## Implementation

Upon University governance approval, the change will be implemented through the following means:

- UTSC Academic Calendar: this change will be included on the ‘New for 2025-26’ web page aimed at highlighting any new program, policy and regulation changes. The 2025-26 UTSC Academic Calendar will take effect as of September 1, 2025.
- UTSC Admissions & Student Recruitment website: a notice announcing the removal of the option for students to apply for Post-Admission Transfer Credit effective September 1, 2025 will be posted on the Transfer Credits web pages to ensure students are notified as promptly as possible in assisting their course and program planning. Summer 2025 will be the final term in which a student may take a course and request Post-Admission Transfer Credit. The deadline to request Post-Admission Transfer Credit from Summer 2025 is September 30, 2025.
- UTSC’s Transfer Credit and Letter of Permission application system: instructions and guidelines contained in this application system will also be updated to note the removal of the option for students to apply for Post-Admission Transfer Credit effective September 1, 2025, and to reinforce the message that students should be taking courses at the University of Toronto and that the granting of Letters of Permission will only be for reasons where a course cannot be taken at the University of Toronto.
- Communications to academic units and other UTSC offices: these stakeholders will be notified in writing of the academic regulation change to keep academic advisors and departmental leadership and administrators informed. These colleagues will be asked to direct questions from students to the Office of the Registrar.

## Rationale

Over the past several years, UTSC, FAS, and UTM have observed an increase in the overall number of post-admission transfer credit applications. In many cases, students who were expecting to use transfer credit granted for these courses toward program and/or degree completion have seen their transfer credit applications be denied, resulting in them not only incurring a financial loss for these courses but also needing to complete additional courses for which they may not have been planning, either academically or financially.

## Number of UTSC Students Requesting Post-Admission Transfer Credit (PATC)

Year	Number of Requests
2021	380
2022	548
2023	269

(some students requested multiple courses)

Course offerings within and outside of Canada have broadened, including offerings by third-party organizations on behalf of host universities, institutions, and programs that do not meet [the University of Toronto's requirements](#) for granting transfer credit. The decline in post-admission transfer credit in 2023 is a result of third-party offerings being restricted. One of the requirements for courses to be eligible for U of T Scarborough transfer credit is that they must be developed, assessed, and delivered by recognized institutions. While the language around Letters of Permission and post-admission transfer credit has always suggested that students should be taking courses at U of T, the enforcement of this expectation has been inconsistent. It is the desire of this policy change to reinforce to students that courses should be taken at U of T. In addition, this policy change relates to recent amendments made to the University's Policy on the Transfer of Course Credits, which takes into consideration alternative modes of course delivery and the proliferation of private third-party course credit providers.

The Letter of Permission process, through which courses are pre-assessed for transfer credit eligibility and pre-approved as applicable, allows students to know in advance of completing courses at a recognized institution whether they are eligible for transfer credit, and if so, for which credits and how many. The current post-admission transfer credit process relies upon students submitting their final transcripts for transfer credit assessment only after they have already completed the courses. Most of our peer universities grant transfer credit for current students only through exchange or letter of permission processes. Post-admission transfer credit practices are not common.

The proposal to remove the current post-admission transfer credit process and grant transfer credit only for courses pre-approved by means of a Letter of Permission ensures that students can accurately plan, both academically and financially, for program and degree completion. Additionally, the approach will preserve revenue streams for the university.

Students who can demonstrate the need to take a course outside of U of T will be considered for a Letter of Permission approval on a case-by-case basis.

## Resource Implications

Resources will be part of the regular Academic Calendar production process, which is overseen by the Office of the Vice-Principal Academic and Dean. Resources required to communicate

changes to stakeholders as well as implement changes to the different UTSC websites and systems will be supported by the Office of the Registrar. Future phases of the transfer credit system project will allow for efficiency in processing Letters of Permission (LOP) and transparency for students to know what courses may be accepted.

## Consultation

In the University of Toronto Scarborough, the Office of the Registrar consulted with the following stakeholders:

- Scarborough Campus Students Union, Vice President Academic (October 2024) – Expressed support for the proposal and that it was clear and easy to understand with no suggested edits or changes.
- Academic Advising & Career Centre, UTSC (September 2024) – Expressed support for the proposal with no suggested edits or changes.
- AccessAbility Services, UTSC (September 2024) – Expressed support for the proposal with no suggested edits or changes.
- Academic department chairs, UTSC (December 2024) – Expressed support for the proposal. Questions around implementation and how some government language programs would be handled were addressed.

Within the wider University of Toronto community, the Office of the Registrar consulted with the following stakeholders:

- Office of the University Registrar (October 2024) – Expressed support for the proposal and provided only minor editorial suggestions.
- Office of the Registrar, U of T Mississauga (October 2024) – Expressed support for the proposal and provided only minor editorial suggestions.
- Office of the Faculty Registrar, Faculty of Arts & Science (October 2024) – Expressed support for the proposal and provided only minor editorial suggestions. Asked clarifying questions about implementation within the division.
- Office of the Registrar, John H. Daniels Faculty of Architecture, Landscape, and Design (January 2025) – Expressed support for the proposal with no suggested edits.