

FOR APPROVAL**PUBLIC****OPEN**

TO: Committee on Academic Policy and Programs

SPONSOR: Professor Nicholas Rule, Vice-Provost, Academic Programs
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PRESENTER: Same as above.
CONTACT INFO:

DATE: February 6, 2025 for February 13, 2025

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Proposal to Change Academic Regulations Related to Transfer Credit, Faculty of Arts and Science (FAS)

JURISDICTIONAL INFORMATION:

The establishment, termination or major amendment of University-wide policies governing academic regulations are considered by the Committee and forwarded to the Academic Board for approval, for example, but not limited to, policies on academic appeal procedures and standards of professional practice behaviour for students in professional faculties. Minor amendments to University-wide policies may be approved by the Committee. Amendments to divisional academic regulations that will have a major affect in the division or that would require an exception to some element of University-wide policy are considered by the Committee for approval. (AP&P Terms of Reference, Section 4.3)

GOVERNANCE PATH:

1. Committee of Academic Policy and Programs [For Approval] (February 13, 2025)

PREVIOUS ACTION TAKEN:

Amendments to the *Policy on Transfer of Course Credits* were approved on May 23, 2024 by Academic Board.

The Faculty of Arts and Science Faculty Council approved the proposal to change its Transfer Credit regulations on February 12, 2025.

HIGHLIGHTS:

This is a proposal to change the undergraduate regulations at the Faculty of Arts & Science pertaining to Transfer Credit.

The change removes the current option for students to apply for “Post-Admission Transfer Credit”. Upon approval, transfer credit will only be granted in cases where the courses were pre-approved by means of a Letter of Permission. The change also clarifies that a maximum of 5.0 credits can be granted in transfer credit for courses taken at a recognized institution outside of the context of an exchange, after students have begun their studies in the Faculty of Arts and Science. This proposal does not impact transfer credits granted to Faculty of Arts & Science degree students for courses completed at a recognized institution prior to their admission to the Faculty and transfer credit for courses completed on an exchange.

The change responds to recent amendments of the University’s [Policy on Transfer of Course Credits](#). This Policy that established the principles that: post-admission transfer credit opportunities for courses administered by a third-party organization would not be eligible for transfer credit consideration and; 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

This change will ensure that students can accurately plan, both academically and financially, for program and degree completion by removing the current post-admission transfer credit application as an option and granting transfer credit only on the basis of courses pre-approved by means of a Letter of Permission.

The change will create alignment with the Faculty of Arts & Science (FAS), the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) and the University of Toronto Mississauga (UTM) who are making similar changes to their transfer credit policies.

The change is effective for all new and in progress students. Summer 2025 will be the last session for which post-admission transfer credit applications will normally be accepted. The deadline by which these applications must be submitted will be April 30, 2026.

Consultation outside the Faculty of Arts and Science has taken place with the University of Toronto Mississauga (UTM); University of Toronto Scarborough (UTSC) and the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels). All divisions were supportive of the change.

FINANCIAL IMPLICATIONS:

Any new financial obligations resulting from this change will be met at the divisional level.

RECOMMENDATION:

Be It Resolved:

THAT the proposed changes to Faculty of Arts and Science academic regulations, as described in the proposal from the Faculty of Arts and Science dated January 21, 2025, be approved effective September 1, 2025.

DOCUMENTATION PROVIDED:

- Proposal to Change Transfer Credit Regulations, Faculty of Arts and Science



Proposal for the Creation of a New Policy/Calendar Statement or the Modification of an Existing Policy/Calendar Statement

Policy Name	Taking Courses Outside the Faculty – Courses of Other Universities (Letters of Permission and Transfer Credit)
Proponent	Lisa Feng, Faculty Registrar & Director, Academic Services Faculty of Arts & Science, University of Toronto
Version Date (Please change the date as you edit the proposal.)	January 21, 2025

Summary

Please provide a brief description of the policy or calendar statement being proposed/modified and the goals for the change.

Proposal for Consideration

The proposal for change to the current policy on undergraduate Faculty of Arts & Science degree students taking courses of other universities (Letters of Permission and transfer credit) is two-fold:

- To grant transfer credit for courses completed at a [recognized institution](#) only in cases where the courses were pre-approved by means of a Letter of Permission and to remove the current option for application for post-admission transfer credit as is referenced in point 2 below.
- To clarify that a maximum of 5.0 credits remains in place for transfer credit granted for courses completed at a recognized institution.

In the context of a Letter of Permission, a recognized institution is a university or similar institution of higher education empowered by the appropriate education authority where the institution is established to award undergraduate and higher academic degrees, and that is recognized by the Faculty of Arts & Science for transfer credit. For Canadian institutions, the Faculty of Arts & Science considers recognized institutions to be those that are members of [Universities Canada](#).

Transfer credits granted to Faculty of Arts & Science degree students for courses completed at a recognized institution prior to their admission to the Faculty and transfer credit for courses completed on an exchange are outside of the scope of this proposal.

After completing one session in the Faculty of Arts & Science and obtaining a cumulative grade point average (CGPA) of at least 1.5, degree students may be eligible to receive transfer credit for courses taken at a recognized institution. There is currently no limit stated for the number of transfer credits that can be granted, although all Faculty of Arts & Science degree students must [complete at least 10.0 credits](#) in Faculty of Arts & Science courses. Currently, students can request transfer credit for courses taken at a recognized university in two ways:

1. Letter of Permission: In advance of enrolling in courses at a recognized Canadian university, students request a letter that confirms whether the courses are eligible for transfer credit, and, if so, for which credits and how many. Upon completion of the courses, students provide their transcript to confirm that they have completed the courses and obtained a minimum final mark of 60% in the courses (provided that a passing mark in the courses is 50%).
2. Post-admission transfer credit: Students enrol in courses at a recognized Canadian or international university and, upon completion of these courses, provide their transcript for an assessment of any courses that they completed with a minimum final mark of 60% (provided that a passing mark in the courses is 50%).

The proposal to grant transfer credit only for courses completed at a recognized institution and only in cases where the courses have been pre-approved by a Letter of Permission will ensure that students are aware of whether they are eligible for transfer credit and, if so, for which credits and how many, before enrolling in the courses. In addition, the Faculty of Arts & Science will be able to ensure the quality assurance and integrity of the transfer credit process by reviewing the recognition of the institution prior to students taking courses. The University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC) are also moving ahead with the same proposal; the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels Faculty) has expressed interest in doing so as well.

The proposal to state that a maximum of 5.0 credits can be awarded in transfer for current degree students will clarify the existing policy concerning this limit. The 5.0 credit maximum is clear in [UTM](#) and [UTSC](#)'s policies.

Goals

- To ensure that students can accurately plan, both academically and financially, for program and degree completion by removing the current post-admission transfer credit application (specifically as referenced in point 2 above) as an option and granting transfer credit only on the basis of courses pre-approved by means of a Letter of Permission.

- To ensure that current Faculty of Arts & Science degree students are aware of whether they are eligible for transfer credit and, if so, for which credits and how many, before they complete courses at a recognized institution (outside of the context of an outbound exchange), by requiring that the courses be pre-approved by means of a Letter of Permission.
- To ensure the quality assurance and integrity of the transfer credit process for current Faculty of Arts & Science degree students completing courses at a recognized institution by reviewing the recognition of the institution prior to students taking courses.
- To clarify that a maximum of 5.0 credits can be granted in transfer credit for courses taken at a recognized institution, outside of the context of an exchange, to undergraduate students after they begin their studies in the Faculty of Arts & Science.

Policy Statement or Calendar Language

Current Text	Proposed Text
<p><i>State the current policy statement or the current language as it appears in the Academic Calendar.</i></p>	<p><i>State the proposed policy statement or the proposed language as it would appear in the Academic Calendar.</i></p>
<p>(https://artsci.calendar.utoronto.ca/course-enrolment#courses-outside-fas)</p> <p>Courses of Other Universities (Letters of Permission and Transfer Credit)</p> <p>Degree students who have completed the first session (Fall/Winter or Summer) in the Faculty of Arts & Science with a Cumulative Grade Point Average (CGPA) of at least 1.50 and are in good standing may be eligible for transfer credit for courses taken at another post-secondary institution. Students admitted with transfer credit may be limited in the number of post-admission and/or Letter of Permission transfer credits that they can use toward the 20.0 credits required for their degree, since students must complete at least 10.0 credits in the Faculty of Arts & Science toward their degree. Transfer credits received as a result of studies completed on an exchange program contribute toward this minimum 10.0 credit requirement. Review the Faculty of Arts & Science website to determine how many post-admission and/or Letter of Permission transfer</p>	<p>[The Calendar text with proposed changes tracked is included as Appendix 1]</p> <p>Courses at Other Recognized Institutions (Letters of Permission and Transfer Credit)</p> <p>Students registered in the Faculty of Arts & Science should choose courses offered by the Faculty of Arts & Science or University of Toronto courses from outside of the Faculty of Arts & Science within stated parameters. However, degree students who have completed the first session (Fall/Winter or Summer) in the Faculty of Arts & Science with a Cumulative Grade Point Average (CGPA) of at least 1.50 and who are in good standing may be eligible to receive a maximum of 5.0 transfer credits overall for courses taken at a recognized institution on the basis of a Letter of Permission.</p> <p>Students admitted to the Faculty of Arts & Science with transfer credit from previous studies may be limited in the number of Letter of Permission transfer credits that they can use toward the 20.0 credits required for their degree,</p>

<p>credits can contribute toward the 20.0 credits required for your degree.</p> <p>Prior to taking courses at a Canadian university, students are advised to request a Letter of Permission to confirm acceptability of those courses for transfer credit. For other universities, students may submit a request for transfer credit after completing courses elsewhere; note that there is no guarantee that transfer credit will be awarded. Permission obtained from an instructor or from an academic unit for program purposes does not obligate the Faculty to grant transfer credit. Assessments 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 requests well in advance of any deadlines they must meet and for obtaining advising as necessary concerning the Letter of Permission and Transfer Credit processes.</p> <p>Note that only 1.0 credit in transfer credits at the 300+ level may be used to satisfy the degree requirement of a minimum of 6.0 credits at the 300+ level, except for 300+ level transfer credits received as a result of an exchange program. All 300+ level transfer credits received from studies completed on an exchange program can contribute toward the 300+ level degree requirement. Please refer to the Letters of Permission and Transfer Credit (Post-Admission) Guidelines on the Faculty of Arts & Science website.</p>	<p>since students must complete at least 10.0 credits in Faculty of Arts & Science courses toward their degree.</p> <p>In addition, a maximum of 1.0 credit in transfer credits at the 300+ level granted by Letter of Permission can contribute toward the degree requirement of a minimum of 6.0 credits at the 300+ level.</p> <p>Transfer credit will not be granted for courses that were not pre-approved by a Letter of Permission. Permission obtained from an instructor or from an academic unit for program purposes does not obligate the Faculty to grant transfer credit. Requests for Letters of Permission are reviewed on a case-by-case basis. Detailed eligibility requirements and timelines for Letters of Permission are available on the Faculty of Arts & Science website.</p> <p>Note that students who take courses pre-approved by a Letter of Permission during the final term before the convocation period in which they plan to graduate will need to delay their graduation.</p>
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Rationale or Case for Action

You may wish to speak to when the policy or calendar statement was first created or last modified; past success/failure of the policy being modified. What has led to the decision to propose/modify the policy or calendar statement? Where appropriate, include relevant metrics and/or explain alignment with the division's academic plan.

Proposed Change 1: Grant transfer credit only in cases where the courses were pre-approved by means of a Letter of Permission.

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. One of the requirements for courses to be eligible for Faculty of Arts & Science transfer credit is that they must be developed, assessed, and delivered by recognized institutions.

The Letter of Permission process, referenced in point 1 in the Summary section of this proposal and 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 as referenced in point 2 in the Summary section of this proposal, conversely, relies upon students submitting their final transcripts for transfer credit assessment only after they have already completed the courses.

Over the past several years, the Faculty of Arts & Science, UTM, and UTSC have observed an increase not only in the overall number of post-admission transfer credit applications as referenced in the Summary section of this proposal, but also in the number of applications based on which transfer credit cannot be granted because the courses were not developed, assessed, and delivered by recognized institutions. As a result, students who were expecting to use transfer credit granted for these courses toward program and/or degree completion have not only incurred a financial loss for these courses but also need to complete additional courses for which they may not have been planning, either academically or financially.

The proposal to remove as an option for students the current post-admission transfer credit application as referenced in the Summary section of this proposal, and grant transfer credit only for courses pre-approved by means of a Letter of Permission as referenced in the Summary section of this proposal, ensures that students can accurately plan, both academically and financially, for program and degree completion.

Proposed Change 2: Clarify that a maximum of 5.0 credits can be granted in transfer credit for courses taken at a recognized institution, outside of the context of an exchange, to undergraduate students after they begin their studies in the Faculty of Arts & Science.

A maximum of 5.0 transfer credits granted for courses completed at another university by undergraduate students after they begin their studies in the Faculty of Arts & Science was first introduced in the 1980-1981 Faculty of Arts & Science Academic Calendar. In Fall 2019, the Faculty of Arts & Science implemented a new undergraduate degree requirement of a minimum of 10.0 credits in Faculty of Arts & Science courses. In the context of this new degree requirement, the existing limit on the number of transfer credits that could be granted for previous studies to undergraduate students when they were admitted to the Faculty was removed. The focus moved instead to clarifying the maximum number of transfer credits – 10.0 credits – that could contribute to the overall number of credits required for degree completion, rather than a maximum number of transfer credits that could be granted. During the implementation of this change, reference was removed to the previously stated maximum of 5.0 credits that could be granted for courses completed at another university after undergraduate students begin their studies in the Faculty of Arts & Science.

This proposal seeks to clarify that the 5.0 credit transfer credit maximum remains in place for current

degree students. This 5.0 credit maximum is clear in [UTM](#) and [UTSC](#)'s policies.

Impact and Implementation of Proposed Change(s)

Indicate the positive and negative implications that need to be considered in the creation/modification of the policy or calendar statement. State the impact of the creation/modification of policy or calendar statement on the divisional student experience as well as potential effects on other University of Toronto divisions.

The positive implications of the proposed changes will be:

- Students contemplating taking courses at another post-secondary institution, outside of the context of an exchange, can accurately plan, both academically and financially, for program and degree completion.
- Students will know in advance of taking courses at another post-secondary institution if they will receive transfer credit for these courses, and if so, which transfer credits and how many, allowing for improved academic planning in consultation with academic advisors in College Registrar's Offices and academic units.
- Students will no longer inadvertently incur financial losses by completing courses that do not meet transfer credit eligibility requirements.
- Transparency and clarity will be re-introduced regarding the maximum number of transfer credits that can be granted to undergraduate students after they begin their studies in the Faculty of Arts & Science, which will help improve academic planning for students and clarity for advisors when supporting students.
- The transfer credit policies for courses taken at a recognized institution after students begin their studies at the University of Toronto will be similar at UTM, UTSC, and the Faculty of Arts & Science.

A possible limitation of the proposed change will be for students who realize only after receiving their final marks for their courses in a term that they may need to take a course at another institution to, for example, facilitate their graduation. Previously, students in this scenario could enrol in the course and subsequently request post-admission transfer credit upon completion of the course. In order to assist students who find themselves in urgent need of completing a course at another institution and who have not yet requested a Letter of Permission, or who may have only become aware of the need for a Letter of Permission after the application deadline due to when they received their final marks for the term, the Office of the Faculty Registrar will ensure that students in these circumstances are able to request special consideration, following academic advising at their College Registrar's Office. Note that an approved Letter of Permission does not guarantee a student's enrolment in requested courses at the host institution, as each institution has its own eligibility requirements and application

deadlines for visiting students.

Given that students have the opportunity to choose from a selection of [approximately 170 international institutions](#) around the globe through the Outbound Exchange option with the support of the CIE, the flexibility for selecting among a wide number of international institutions exists through the University's partner institutions.

Consultation Undertaken

Please provide evidence of consultation with any stakeholders (e.g., students, staff, faculty members, alumni, U of T divisions, third-party stakeholders if applicable) to be affected by the creation/modification of policy or calendar statement. Indicate how stakeholders will be notified of the proposed/modified policy or calendar statement following approval.

In the Faculty of Arts & Science

The Office of the Faculty Registrar leadership team has consulted with staff in the Office of the Faculty Registrar regarding the proposed changes, in particular with staff who

- manage transfer credit requests and assessments
- advise students about transfer credits and respond to student inquiries
- review admission to the Faculty and are involved in recruitment
- maintain academic records for students

In addition, consultation has been undertaken with the following stakeholder groups:

January 31, 2024: Presentation at the Faculty Management Team (FMT) Meeting; support expressed by members of FMT.

February 7, 2024: Presentation at the College Registrars/Faculty Registrar Meeting; support expressed by the stakeholder group.

February 8, 2024: Presentation at the Associate Chairs, Undergraduate Meeting; support expressed by the stakeholder group.

February 26, 2024: Presentation at the Arts & Science Communication & Consultation (C&C) Meeting; no objections were put forward by this stakeholder group.

March 1, 2024: Discussion with the Arts and Science Students' Union (ASSU); no objections were put forward by this stakeholder group.

No objections were conveyed in the above consultation sessions.

The Faculty of Arts & Science's proposal document concerning modifying the Letters of Permission policy was shared with the College Registrars on August 14, 2024. The College Registrars confirmed that they had no suggestions for change to the proposal document; the discussion focused on implementation of the proposed policy.

December 4, 2024: Discussion with the Association of Part-Time Undergraduate Students (APUS), in which the stakeholder group expressed concern that the proposal would have a negative impact on students who completed a session in the Faculty of Arts & Science and then left the University to meet other responsibilities, which may involve transferring to or completing courses at another institution, and then subsequently wish to return to the Faculty potentially several years later to complete their degree and receive transfer credit for the courses that they completed. The Faculty Registrar clarified that, since the deadline for students to apply for post-admission transfer credit is no later than one month following the term in which the courses were completed, such cases are out of scope for the current Letters of Permission and Transfer Credit policy, as well as the proposed modifications to the policy. The Faculty Registrar indicated that the concerns expressed by APUS are being considered in the context of a proposal to modify another policy (Return from Absence), about which APUS will be consulted. The Faculty Registrar followed up on this meeting with an email to APUS on December 5 to summarize the discussion and provide links to additional relevant information. Since the meeting occurred after the Letters of Permission and Transfer Credit proposal had been finalized and submitted for review by the Agenda Committee of Arts & Science Council, this consultation was not reflected in the documentation reviewed in the December 13 Arts & Science Council meeting.

December 13, 2024: Discussion in the December Arts & Science Council meeting, during which the Faculty Registrar clarified that the transfer credit process for students newly admitted to the Faculty of Arts & Science is distinct from the process referenced in the Letters of Permission and Transfer Credit policy. A member of Council indicated that APUS had not been consulted about the proposal and put forward a motion to adjourn the debate to allow APUS the opportunity to provide feedback on the proposed Calendar text. The motion was approved by a vote.

January 17, 2025: Discussion with APUS concerning the proposed Calendar text; based on the feedback provided, additional links were included in the text.

Within the wider University of Toronto community

There is strong support from the Daniels Faculty, UTM, and UTSC to align transfer credit policies applicable to students once they have begun their undergraduate studies in each division. A tri-campus Transfer Credit Working Group was initiated in June 2023 to collaborate on researching and responding to trends observed across the three Arts and Sciences divisions for an increased number of transfer credit applications by students completing courses at other universities without pre-approval. The University Registrar has also recommended aligning processes across undergraduate divisions.

In light of the issues identified by the Transfer Credit Working Group, as well as consultation with

various other groups at the University of Toronto including the Council of First Entry Deans, the Vice-Provost, Strategic Enrolment Management and the University Registrar put forward a [proposal for amendments](#) to the University's *Policy on Transfer of Course Credits* to, among other changes, include definitions for on-admission and post-admission transfer credit as well as a recognized institution. This proposal was [approved](#) by the University's Committee on Academic Policy and Programs on May 8, 2024.

The Faculty of Arts & Science's proposal document concerning modifying the Letters of Permission policy was shared with the Registrars of UTM, UTSC, and the Daniels Faculty, as well as the University Registrar, on August 14, 2024. Any feedback provided by the Registrars about the proposed text for the Academic Calendar or the overall proposal document was incorporated as relevant into the proposal.

Policy Implementation

Please indicate when the proposed/modified policy or calendar statement will go into effect as well as where and how this will be implemented.

Effective Date

Pending University governance approval, the revised policy will be in effect for all Faculty of Arts & Science undergraduate students for the 2025-2026 Fall/Winter Session with the publication of the 2025-2026 Academic Calendar, which will go into effect on September 1, 2025. In addition, since the revised policy would apply to all undergraduate students in the Faculty on a going-forward basis, an update will be published in the 2024-2025 Academic Calendar notifying students that the policy will be changing, and how, effective September 1, 2025.

Summer 2025 will be the last session for which post-admission transfer credit applications, as referenced in the Summary section of this proposal, will normally be accepted. The deadline by which these applications must be submitted will be April 30, 2026.

Implementation Timeline

Pending University governance approval, the revised policy will be in effect for all Faculty of Arts & Science undergraduate students for the 2025-2026 Fall/Winter Session with the publication of the 2025-2026 Academic Calendar, which will go into effect on September 1, 2025.

Communication Plan:

- An update will be published in the 2024-2025 Academic Calendar that the policy will be changing, and how, effective September 1, 2025; the new policy will be published in the 2025-2026 Academic Calendar.

- Advanced notice of the change in policy can be posted on the Transfer Credit Website, and the website will be updated once the new policy is in effect.
- Advanced notice can also be included in the Arts & Science eNews, a monthly newsletter sent to students, and the eNews can also include a notification once the new policy is in effect.
- Advanced notice of the change will also be provided in meetings with College Registrar's Offices, academic units, and meetings with other stakeholders as relevant as well as via email; once the policy change is in effect, additional discussion can take place in these meetings and confirmation will be sent via email as well.

Consultation/Governance Pathway

Steps/Stakeholders	Date(s) of Sign-offs/Approvals
Office of the Faculty Registrar, Faculty of Arts & Science	January 31, 2024
Office of the Dean, Faculty of Arts & Science	January 31, 2024
VPAP	October 3, 2024
Arts & Science Council	February 12, 2025 (for approval)
University of Toronto Committee on Academic Policy and Programs	February 13, 2025 (for approval)

Appendix 1

Proposed changes to current Letters of Permission Calendar text – 2024-2025 Faculty of Arts & Science Academic Calendar

Courses ~~of at~~ Other Recognized Universities/Institutions (Letters of Permission and Transfer Credit)

Students registered in the Faculty of Arts & Science should choose courses offered by the Faculty of Arts & Science or University of Toronto courses from outside of the Faculty of Arts & Science within stated parameters. However, degree students who have completed the first session (Fall/Winter or Summer) in the Faculty of Arts & Science with a Cumulative Grade Point Average (CGPA) of at least 1.50 and who are in good standing may be eligible to receive a maximum of 5.0 for transfer credits overall for courses taken at a recognized institution on the basis of a Letter of Permission.~~another post-secondary institution.~~

Students admitted to the Faculty of Arts & Science with transfer credit from previous studies may be limited in the number of ~~post-admission and/or~~ Letter of Permission transfer credits that they can use toward the 20.0 credits required for their degree, since students must complete at least 10.0 credits in ~~the~~ Faculty of Arts & Science courses toward their degree. ~~Transfer credits received as a result of studies completed on an exchange program contribute toward this minimum 10.0 credit requirement. Review the Faculty of Arts & Science website to determine how many post-admission and/or Letter of Permission transfer credits can contribute toward the 20.0 credits required for your degree.~~

In addition, note that only 1.0 credit in transfer credits at the 300+ level granted by Letter of Permission can contribute toward the degree requirement of a minimum of 6.0 credits at the 300+ level.

~~Prior to taking courses at a Canadian university, students are advised to request a Letter of Permission to confirm acceptability of those courses for transfer credit. For other universities, students may submit a request for transfer credit after completing courses elsewhere; note that there is no guarantee that transfer credit will be awarded. Transfer credit will not be granted for courses that were not pre-approved by a Letter of Permission. Permission obtained from an instructor or from an academic unit for program purposes does not obligate the Faculty to grant transfer credit. Assessments 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 requests well in advance of any deadlines they must meet and for obtaining advising as necessary concerning the Letter of Permission and Transfer Credit processes. Requests for Letters of Permission are reviewed on a case-by-case basis. Detailed eligibility requirements and timelines for Letters of Permission are available on the Faculty of Arts & Science website.~~

Note that students who take courses pre-approved by a Letter of Permission during the final term before the convocation period in which they plan to graduate will need to delay their graduation.

~~Note that only 1.0 credit in transfer credits at the 300+ level may be used to satisfy the degree requirement of a minimum of 6.0 credits at the 300+ level, except for 300+ level transfer credits received as a result of an exchange program. All 300+ level transfer credits received from studies completed on an exchange program can contribute toward the 300+ level degree requirement. Please refer to the Letters of Permission and Transfer Credit (Post-Admission) Guidelines on the Faculty of Arts & Science website.~~