

**FOR  
RECOMMENDATION**

**PUBLIC**

**OPEN SESSION**

**TO:** UTM Academic Affairs Committee

**SPONSOR:** William Gough, Interim Vice-Principal Academic & Dean  
**CONTACT INFO:** [vpdean.utm@utoronto.ca](mailto:vpdean.utm@utoronto.ca)

**PRESENTER:** Renu Kanga Fonseca, Registrar and Assistant Dean, Enrolment  
**CONTACT INFO:** Management  
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**DATE:** May 1, 2025, for May 8, 2025

**AGENDA ITEM:** 5

**ITEM IDENTIFICATION:**

Amendment to an Existing Academic Regulation: Taking Courses at Other Universities with a Letter of Permission (LOP)

**JURISDICTIONAL INFORMATION:**

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. **UTM Academic Affairs Committee [For Recommendation] (May 8, 2025)**
2. Committee on Academic Policy & Programs [For Approval] (May 13, 2025)

**PREVIOUS ACTION TAKEN:**

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

**HIGHLIGHTS:**

This proposal is to amend the academic regulations as they are described in the [Taking Courses at Other Universities with a Letter of Permission \(LOP\)](#) 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.

The change follows recent amendments to 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 Scarborough (UTSC) who are making similar changes to their transfer credit policies.

## **FINANCIAL IMPLICATIONS:**

n/a.

## **RECOMMENDATION:**

Be It Recommended:

THAT the proposed changes to UTM academic regulations concerning Taking Courses at Other Universities with a Letter of Permission (LOP), as detailed in the accompanying proposal dated April 15, 2025, be approved, effective September 1, 2025.

## **DOCUMENTATION PROVIDED:**

Proposal: Amendment to an Existing Academic Regulation: Taking Courses at Other Universities with a Letter of Permission (LOP)

## 2024-25 Curriculum Cycle Changes to UTM Academic Regulations

<b>Proposed Change</b>	UTM Academic Calendar: Courses at Other Universities (Letters of Permission and Transfer Credit) Change to the post-admission transfer credit policy
<b>Division</b>	University of Toronto Mississauga (UTM)
<b>Proponents</b>	Office of the Registrar, University of Toronto Mississauga
<b>Contact</b>	Renu Kanga Fonseca, Registrar and Assistant Dean, Enrolment Management, University of Toronto Mississauga
<b>Version Date</b>	April 15, 2025
<b>Effective Date</b>	September 1, 2025

### Summary

This proposal follows recent amendments to the University's [Policy on Transfer of Course Credits](#), which established the principles that:

- “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.”
- “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.”

The proposal is to amend the academic regulations as they are described in the UTM Academic Calendar section on [Taking Courses at Other Universities with a Letter of Permission \(LOP\)](#), as follows:

- 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 (LOP) 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, referred to as “Post-Admission Transfer Credit”.
- 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 be for reasons where a course cannot be taken at the University of Toronto.

Both proposed changes 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 based on courses pre-approved by means of a Letter of Permission.

The change will also create alignment with the Faculty of Arts & Science (FAS), John H. Daniels Faculty of Architecture, Landscape, and Design, and the University of Toronto Scarborough (UTSC) who are making similar changes to their transfer credit policies to be effective September 2025.

## Calendar Copy Showing All Changes

Note: Appendix A contains the proposed text, with changes tracked

Current Text	Proposed Text
<p><b>Taking Courses at Other Universities with a Letter of Permission (LOP)</b>  <a href="https://utm.calendar.utoronto.ca/course-enrolment#LOP">https://utm.calendar.utoronto.ca/course-enrolment#LOP</a></p> <p>A letter of permission is prior confirmation from U of T Mississauga that an intended course at another Canadian university is acceptable for transfer credit.</p> <p>Students may take a maximum of 5.0 credits elsewhere for transfer credit on a letter of permission, but only 1.0 transfer credit may be used to satisfy the degree requirement of 300/400 level courses in accordance with the course requirements listed under each degree type (see <a href="#">Degree Requirements</a>).</p> <p>To be eligible for a letter of permission, and receive credit, students must:</p> <ol style="list-style-type: none"> <li>1. have a cumulative GPA of 1.50 or more;</li> <li>2. earn a minimum grade of 60% for the credit to be transferred (provided that the passing mark in the course is 50%).</li> </ol> <p><b>NOTE: The grade associated with a transfer credit will not appear on a student's transcript and is not included in the calculation of GPAs.</b></p> <p>Letters of permission are only granted for study at universities in Canada. Before students leave to study at the other</p>	<p><b>Courses at Other Recognized Institutions (Letters of Permission and Transfer Credit)</b>  <a href="https://utm.calendar.utoronto.ca/course-enrolment#LOP">https://utm.calendar.utoronto.ca/course-enrolment#LOP</a></p> <p>Students registered at U of T Mississauga should choose courses offered at U of T Mississauga or elsewhere at the University of Toronto as stated in <a href="#">Courses at U of T St. George/U of T Scarborough</a>.</p> <p>Where a student has a strong rationale to study at another recognized institution, they may submit a <a href="#">Letter of Permission</a> (LOP) request. Degree students <a href="#">in good standing</a> may take a maximum of 5.0 credits elsewhere for transfer credit on an LOP, but only 1.0 transfer credit may be used to satisfy the degree requirement of 300/400 level courses in accordance with the course requirements listed under each degree type (see <a href="#">Degree Requirements</a>). Students admitted to U of T Mississauga with transfer credit for previous studies will be limited in the number of credits for which they might be eligible on the basis of an LOP.</p> <p>Transfer credit will only be granted for courses pre-approved by an LOP. Permission obtained from an instructor or from an academic department for program purposes does not replace an LOP and will not result in granted transfer credit. Requests for LOPs are reviewed on a case-by-case basis.</p>

institution, they should contact their academic department to determine if the course(s) are appropriate in content. Students who study in other countries must submit the [Post-admission Transfer Credit Application](#) after they have completed the course(s) and have returned from studying abroad.

Students have **one year** from the date of their original transfer credit assessment, or from the date of their first registration at U of T Mississauga, whichever is later, to request changes to their assessment. **There is no guarantee that they will receive transfer credit for these courses.**

The deadline to apply for a letter of permission is generally four to eight weeks before the start of the semester in which they wish to study elsewhere (refer to the Office of the Registrar website for deadlines).

After students have completed the courses for which they have been approved for a letter of permission (earning a minimum grade of C- or 60%), they must have a transcript of results sent to U of T Mississauga's Transfer Credit Unit, Office of the Registrar, from the other institution at which they studied. Students who do not send a transcript of results will not receive credit for the course(s) taken on that letter of permission and **will not be granted** another letter of permission.

If a student fails a course taken elsewhere on a letter of permission, they may not be granted another letter of permission

Students admitted with transfer credit should consult U of T Mississauga's Transfer Credit Unit, Office of the Registrar, about the number of courses they may take on a letter of permission. Refer to the regulations on the [Letter of](#)

Grades associated with LOP transfer credit will not appear on a student's University of Toronto transcript and are not included in the calculation of GPAs. Students must achieve a grade of 60% (provided a passing grade is 50%) in courses taken on an LOP in order to receive transfer credit.

Students must ensure an official transcript is sent from the host institution directly to the University of Toronto with their final grade results. Students who do not provide a transcript will not be eligible for future LOP consideration.

Students are advised not to take courses under an LOP in their final term, as transcripts may not be available in time to confirm graduation. Detailed eligibility requirements, deadlines, and steps to request an LOP are available on the Study Elsewhere page of the Office of the Registrar website.

[Permission request form](#) for further details.

### **Studying Elsewhere without a Letter of Permission (LOP)**

If students do not obtain a letter of permission before they study elsewhere, they must apply afterwards for Post-admission Transfer Credit Assessment for the course(s) completed elsewhere. There is no guarantee that they will be awarded any transfer credit for these courses. See also [www.utm.utoronto.ca/lop](http://www.utm.utoronto.ca/lop).

A student who is suspended from the University will not be eligible to earn transfer credits from another institution during the suspension period.

In order to obtain Post-admission Transfer Credit Assessment, students must apply and pay a processing fee using the form available at <https://student.utm.utoronto.ca/transfer/credit/choose.php>.

Students have **one year** from the date of their original transfer credit assessment, or from the date of their first registration at U of T Mississauga, whichever is later, to request changes to their assessment.

## **Rationale**

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 [Policy on Transfer of Course Credits](#) (May 2024).

One of the requirements is that “courses offered for credit by a recognized institution will only be considered for credit when there is equivalency in course content and rigour”. Over the past several years, UTM, UTSC, and FAS have experienced increases 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.

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, and 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.

Positive outcomes of the proposed changes:

- 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.
- Students will no longer inadvertently incur financial losses by completing courses that do not meet transfer credit eligibility requirements. Additionally, the approach will preserve revenue streams for the university.
- Improved quality assurance and integrity of the transfer credit process, with transfer credits considered for courses from recognized institutions
- Alignment with the Faculty of Arts & Science and University of Toronto Scarborough, who have made, and with Daniels, who will be making, similar changes to their transfer credit policies.

## Implementation

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

- UTM Academic Calendar: this change will be included on the 'New for 2025-2026' webpage designed to highlight new program, policy and regulation changes. The 2025- 26 UTM Academic Calendar, published in May 2025, will take effect as of September 1, 2025.
- UTM Office of the Registrar website: once approved, a notice announcing the update will be posted on the Transfer Credits webpages 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.
- UTM Transfer Credit and Letter of Permission application system: instructions and information contained in this application system will be updated to reflect the change.
- Communications to academic units and other UTM offices: once approved, 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.

## Resource Implications

No additional resource implications. Resources will be part of the regular Academic Calendar production process. Resources required to communicate changes to stakeholders as well as implement changes to the different UTM websites and systems will be supported by the Office of the Registrar.

## Consultation

The UTM Office of the Registrar consulted with the following stakeholders:

- **UTM Office of the Registrar** (March 2025) - Supports the proposed policy change
- **UTM Office of the Dean** (March 2025) - Supports the proposed policy change
- **UTM Academic Unit Chairs and Directors** (April 2025) - Support the proposed policy change
- **University of Toronto Mississauga Students Union** (VP Equity, VP University Affairs, Programs & Research Coordinator) (March 2025) - Supports the proposed policy change
- **University Registrar's Office** (March 2025) - Supports the proposed policy change, following minor revisions which have been incorporated
- **Office of the Registrar, U of T Scarborough** (April 2025) - Supports the proposed policy change
- **Office of the Faculty Registrar, Faculty of Arts & Science** (March 2025) - Supports the proposed policy change, following minor revisions which have been incorporated
- **Office of the Registrar, John H. Daniels Faculty of Architecture, Landscape, and Design** (April 2025) – Supports the proposed policy change



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## Appendix A: Proposed Changes to UTM Academic Calendar Text

Notes on tracked changes:

- Removed text is ~~red strikethrough~~
- New text is red underlined

### Courses at Other Recognized Institutions (Letters of Permission and Transfer Credit) ~~Taking Courses at Other Universities with a Letter of Permission (LOP)~~

<https://utm.calendar.utoronto.ca/course-enrolment#LOP>

Students registered at U of T Mississauga should choose courses offered at U of T Mississauga or elsewhere at the University of Toronto as stated in [Courses at U of T St. George/U of T Scarborough](#).

~~A letter of permission is prior confirmation from U of T Mississauga that an intended course at another Canadian university is acceptable for transfer credit.~~

Where a student has a strong rationale to study at another recognized institution, they may submit a [Letter of Permission](#) (LOP) request. Degree students [in good standing](#) may Students may take a maximum of 5.0 credits elsewhere for transfer credit on [an LOP](#) ~~a letter of permission~~, but only 1.0 transfer credit may be used to satisfy the degree requirement of 300/400 level courses in accordance with the course requirements listed under each degree type (see [Degree Requirements](#)). Students admitted to U of T Mississauga with transfer credit for previous studies will be limited in the number of credits for which they might be eligible on the basis of an LOP.

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Students are advised not to take courses under an LOP in their final term, as transcripts may not be available in time to confirm graduation. Detailed eligibility requirements, deadlines, and steps to request an LOP are available on the Study Elsewhere page of the Office of the Registrar website.

~~To be eligible for a letter of permission, and receive credit, students must:~~

~~3. have a cumulative GPA of 1.50 or more;~~

4. ~~earn a minimum grade of 60% for the credit to be transferred (provided that the passing mark in the course is 50%).~~

**~~NOTE: The grade associated with a transfer credit will not appear on a student's transcript and is not included in the calculation of GPAs.~~**

~~Letters of permission are only granted for study at universities in Canada. Before students leave to study at the other institution, they should contact their academic department to determine if the course(s) are appropriate in content. Students who study in other countries must submit the Post-admission Transfer Credit Application after they have completed the course(s) and have returned from studying abroad.~~

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~~Students admitted with transfer credit should consult U of T Mississauga's Transfer Credit Unit, Office of the Registrar, about the number of courses they may take on a letter of permission. Refer to the regulations on the Letter of Permission request form for further details.~~

### **~~Studying Elsewhere without a Letter of Permission (LOP)~~**

~~If students do not obtain a letter of permission before they study elsewhere, they must apply afterwards for Post-admission Transfer Credit Assessment for the course(s) completed elsewhere. There is no guarantee that they will be awarded any transfer credit for these courses. See also [www.utm.utoronto.ca/lop](http://www.utm.utoronto.ca/lop).~~

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