

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

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: May 6, 2025 for May 13, 2025

AGENDA ITEM: 8

ITEM IDENTIFICATION:

Proposal to Change Academic Regulations Related to Transfer Credit and Letter of Permission, John H. Daniels Faculty of Architecture, Landscape, and Design.

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] (May 13, 2025)

PREVIOUS ACTION TAKEN:

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

The John H. Daniels Faculty of Architecture, Landscape, and Design, Faculty Council approved the proposal to change its Transfer Credit regulation on March 28, 2025.

HIGHLIGHTS:

This is a proposal to change the existing undergraduate Letter of Permission and Transfer Credit regulation so that going forward students must seek approval for transfer credit for courses taken at external institutions prior to taking the course. It also clarifies that transfer credit is limited to 5.0 credits and that students are expected to complete their courses at John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) or elsewhere within the University of Toronto.

The existing Daniels Transfer Credit regulation does not formally lay out conditions for requesting post-admission transfer credit (PATC) requests, though the regulation does imply that students may apply for them. Historically Daniels has received PATC requests and decisions were made on a case-by-case basis.

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

By requiring Letters of Permission, Daniels ensures that courses taken elsewhere meet its academic standards while providing students with clear guidance on transfer credit eligibility before they enroll in external courses. These changes create a more structured and equitable approach to transfer credit approvals, benefiting both students and the institution. The change will ensure that students can accurately plan, both academically and financially, for program and degree completion.

The change is effective for all new and in progress students. 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.

Consultation outside the John H. Daniels Faculty of Architecture, Landscape, and Design has taken place with the Faculty of Arts and Science, University of Toronto Mississauga; and University of Toronto Scarborough. All divisions are making similar changes to their regulations and are 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 John H. Daniels Faculty of Architecture, Landscape, and Design academic regulations, as described in the proposal from the John H. Daniels Faculty of Architecture, Landscape, and Design dated March 25, 2025, be approved effective September 1, 2025.

DOCUMENTATION PROVIDED:

- Proposal to Change Transfer Credit Regulations, John H. Daniels Faculty of Architecture, Landscape, and Design

Proposal for the Creation or Modification of a Policy/Calendar Statement.

Policy Name: Letters of Permission & Transfer Credit

Proponent: John H. Daniels Faculty of Architecture, Landscape, and Design, University of Toronto

Version Date: March 25, 2025

Effective Date: September 1, 2025

Governance Route

Daniels Faculty Council, for recommendation: March 28, 2025

Committee on Academic Policy and Programs for approval: May 13, 2025

Summary

This proposal seeks to amend the Letters of Permission & Transfer Credit policy in the Daniels Faculty Academic Calendar to:

1. Clarify that students should prioritize enrolling in courses at the Daniels Faculty or elsewhere within the University of Toronto rather than seeking external transfer credit.
2. Require that all courses taken at external institutions be pre-approved through a Letter of Permission or via U of T's Study Abroad programs.
3. Eliminate the practice of granting post-admission transfer credit for courses taken elsewhere without prior approval.
4. Align Daniels' transfer credit policies with changes made to the University of Toronto Policy on Transfer of Course Credits in May 2024.



This policy update will provide clear guidelines for students and advisors, ensuring that all transfer credit requests are pre-approved through a formal process. This change aligns Daniels with best practices across U of T and peer institutions, promotes academic integrity, and helps students plan their degrees more effectively.

Proposed Policy Statement

Current Text

Courses of Other Universities (Letters of Permission and Transfer Credit)

A Letter of Permission is prior confirmation that a course you intend to take at another university is acceptable for a Daniels or Faculty of Arts & Science credit. If you complete courses at another institution without a Letter of Permission, there is no guarantee that the course(s) will transfer to your Daniels degree. Should you receive transfer credit for these courses; they will be awarded as Post-Admission Transfer Credits.

You are advised to obtain a Letter of Permission prior to beginning studies at [Canadian](#) or American universities. It will confirm your eligibility to be a visiting student and receive transfer credit for the courses that you may take at another university.

A Letter of Permission indicates whether or not you are eligible for transfer credit, the course equivalencies and exclusions (where relevant), and any restrictions or conditions that may apply upon successful completion of a course at a different institution. Upon completion of course work on a Letter of Permission, you must arrange with the host institution to have an official transcript sent directly to the Transfer Credit Section of the Daniels Faculty. Upon receipt of the official transcript, the Letter of Permission is re-evaluated, and you will be notified of the transfer credits you have received.

In some cases, the Daniels Faculty may require additional information in order to grant a Letter of Permission or to award credit upon completion. Letters of Permission can take up to four (4) to six (6) weeks to process.

Eligibility for a Letter of Permission (LOP)



UNIVERSITY OF TORONTO
JOHN H. DANIELS FACULTY OF
ARCHITECTURE, LANDSCAPE, AND DESIGN

Office of the Registrar
and Student Services
1 Spadina Cres.
Toronto, ON M5S 2J5
Canada
416-946-3897

To be eligible to request a Letter of Permission (LOP), you must:

- Be pursuing an undergraduate degree in the Daniels Faculty.
- Have a minimum cumulative grade point average (CGPA) of 1.50.
- Be in good financial standing with the Daniels Faculty.
- Obtain a final mark of 60% or higher in courses taken at another university (provided that the passing mark in these courses is 50%).
- If you completed 6.0 credits at the 100-level prior to Fall 2020 and are requesting transfer credit at the 100-level for courses completed in Summer 2020 or earlier, these transfer credits will not count toward your degree and will be added as “extra.”
- Have not previously received transfer credit for the same or a similar course.
- Ensure that the course you are requesting is offered by an accredited university.
- Have completed a minimum of 4.0 credits by the academic session for which you are requesting a Letter of Permission.

Ineligibility

You are not eligible for an LOP if:

- You owe money to the University of Toronto.
- You are ineligible to register in the Daniels Faculty due to academic suspension.
- You are on academic probation.
- You have already completed your degree requirements.
- You have already received 10.0 credits of on-admission transfer credits or 5.0 credits of post-admission transfer credits.
- You have received a combination of on-admission and post-admission transfer credits totaling 10.0 credits.

Before You Apply

Before applying for transfer credits, with or without a Letter of Permission, review the following:

- **Course Content** – If the course content is similar to a course offered by Daniels, the Faculty of Arts & Science, or other divisions at U of T, it may not be approved for transfer credit.
- **Type of Course** – Transfer credits are not granted for courses that are practical, clinical, or pedagogical, or for internships.

Grading Rubric – Transfer credits are only granted for courses with a final numerical mark. Courses graded on a pass/fail system are not eligible for transfer credit.

- 100-Level Courses –
 - If you completed 6.0 credits at the 100-level prior to Fall 2020 and are requesting transfer credit at the 100-level for courses completed in Summer 2020 or earlier, these transfer credits will not count for degree credit and will be added as “extra.”
 - There are no restrictions for 100-level transfer credits for courses completed in Fall 2021 or later, but keep in mind that you need a minimum number of credits at the 200-level or higher to complete your degree requirements.
- 300- and 400-Level Courses – You are allowed to use only 1.0 credit in transfer credit at the 300- or 400-level toward your degree requirements (Note: Transfer credits received for courses taken as part of an Exchange or Learning Abroad program are exempt from this policy).
- Your CGPA – Transfer credits will appear on your U of T transcript, but they will not count toward your CGPA.
- Graduation Impact –
 - June Graduation: The deadline to submit all required documentation and official transcripts with an LOP is May 15. The deadline to submit all required documentation and official transcripts without an LOP is May 1.
 - November Graduation: The deadline to submit all required documentation and official transcripts with an LOP is October 15. The deadline to submit all required documentation and official transcripts without an LOP is October 1.

Proposed Text

Letters of Permission & Transfer Credit

Students registered in the John H. Daniels Faculty of Architecture, Landscape, and Design are expected to complete their courses at Daniels or elsewhere within the University of Toronto.

If a student has a compelling academic or personal reason for needing to take a course at another recognized institution, they must submit a Letter of Permission (LOP) request before enrolling in the external course.

Degree students in good standing may take up to 5.0 Full Course Equivalents (FCEs) elsewhere for transfer credit.

Students admitted with transfer credit will be limited in the number of additional courses they may transfer after admission.

Transfer credit will only be granted for courses that have been pre-approved via a Letter of Permission.

Student Regulations for Transfer Credit Approval:

- **Eligibility:** Students must be in good standing and meet all stated academic and financial requirements.
- **Course Approval:** Only pre-approved courses from accredited institutions will be considered.
- **Credit Limits:** No more than 1.0 credit may be granted for 300/400-level courses. Transfer credits received for courses taken as part of an Exchange or Learning Abroad program are exempt from this policy
- **Grading:** Only courses with a numerical grade will be considered for credit transfer.
- **CGPA:** Transfer credits will appear on your U of T transcript, but they will not count toward your CGPA.
- **Deadline for Submission:** June Graduation: The deadline to submit all required documentation and official transcripts with an LOP is May 15. The deadline to submit all required documentation and official transcripts without an LOP is May 1.

November Graduation: The deadline to submit all required documentation and official transcripts with an LOP is October 15. The deadline to submit all required documentation and official transcripts without an LOP is October 1.

Rationale for Change

This proposal changes the existing undergraduate Letter of Permission and Transfer Credit regulation so that going forward students must seek approval for transfer credit for courses taken at external institutions prior to taking the course. It also clarifies that transfer credit is limited to 5.0 credits and that students are expected to complete their courses at Daniels or elsewhere within the University of Toronto. The existing Letters of Permission and Transfer Credit regulation did not formally lay out conditions of students requesting post-admission transfer credit (PATC) requests, though the regulation does imply that students may apply for them. Historically Daniels has received PATC requests and decisions were made on a case-by-case basis.



Over the past several years a growing number of students have submitted PATC applications, after completing courses elsewhere, and expecting to receive transfer credit. Many of these requests were denied due to misalignment with Daniels' academic standards, leading to unforeseen financial and academic consequences for students.

A key concern driving these denials has been the rising concerns around the quality of courses offered by third party organizations and rising concerns around academic integrity. These courses do not meet divisional transfer credit standards. Additionally, other U of T divisions are moving towards eliminating the option of allowing post-admission transfer credit.

To address these challenges, broader institutional consultation was led by the University Registrar's Office, culminating in amendments to the University's Policy on Transfer of Course Credits. The revised policy now establishes clear principles:

- 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.

By requiring Letters of Permission, Daniels ensures that courses taken elsewhere meet its academic standards while providing students with clear guidance on transfer credit eligibility before they enroll in external courses.

Expected Benefits

- Increased transparency for students and advisors.
- Better academic planning by ensuring students receive confirmation of transfer credit eligibility in advance.
- Stronger alignment with U of T policies, ensuring consistency across faculties.
- Encourage students to take most courses at Daniels and U of T in order to foster engagement in U of T courses, and preservation of revenue within the Faculty. This change will be more cost effective for students as they will not pay for courses they cannot use toward their degree.
- These changes create a more structured and equitable approach to transfer credit approvals, ultimately benefiting both students and the institution.

Implementation

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

- Daniels 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 Daniels Academic Calendar will take effect as of September 1, 2025.
- Daniels 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.
- Communications to academic units and other Daniels 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.

Consultation Undertaken

Within the Daniels Faculty

Dean's Office – Reviewed and endorsed proposed changes.

Academic Program Directors – Provided feedback on how policy changes align with curriculum needs.

Daniels Student Services & Academic Advising – Consulted on advising impact and student concerns.



Across the University

Faculty of Arts & Science Registrar's Office – Lisa Feng provided insight on their policy shift and rationale. FAS is supportive of our proposal

University of Toronto, Scarborough. Registrar's Office. – Shelby Verboven, Registrar & Assistant Dean Strategic Enrolment Management reviewed with no edits provided. UTSC is supportive of our proposal

University of Toronto Mississauga. UTM Registrar's Office – Renu Kanga Fonseca reviewed with no edit suggestions. UTM is supportive of our proposal.

Governance Pathway

| Steps/Stakeholders | Date(s) of Sign-Off/Approval |
|---|------------------------------|
| Daniels Registrar's Office | Dec 2024 |
| Office of the Dean, Daniels Faculty | Jan 2025 |
| VPAP Review | March 25, 2025 |
| Daniels Faculty Council | March 28, 2025 |
| Committee on Academic Policy and Programs | May 13, 2025 |