



## MEMORANDUM

**To:** Executive Committee of Faculty Council (November 15, 2022)  
Faculty Council (December 6, 2022)

**From:** Professor Evan Bentz  
Chair, Undergraduate Curriculum Committee

**Date:** November 3, 2022; revised November 21, 2022

**Re:** **Change to Faculty Calendar regarding Transfer Credits**

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## REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

## BACKGROUND

In recent years, there has been an increase in requests from students to complete courses at international institutions during the summer as HS/CSS credits or as credits toward a business minor. The majority of the requests are courses offered by international summer programs affiliated with post-secondary institutions; many of these courses are taught by visiting faculty and are not part of the regular curriculum of the host institution.

In the section regarding Post-Admission Transfer Credit, the Faculty Calendar currently states: “Courses should be academically rigorous and include a written examination or a significant component of closely supervised work. Students who wish to take a course at an institution outside of Canada should note that the course will be closely examined to ensure it is comparable to the academic standards of the University of Toronto. Online courses will be subject to a special review to ensure they meet the expectations of the University of Toronto.”

Given the nature of these summer programs, accurately examining the rigor and academic standards of the courses presents a challenge for transfer credit assessment.

Therefore, it is proposed that the calendar be amended to include the statement: “With the exception of official University of Toronto exchange partners, transfer credit requests will not be considered for courses taken through international summer programs attached to post-

secondary institutions outside of Canada except with the special permission from the Associate Registrar, Director of Admissions. Students interested in participating in an international exchange should contact the Centre for International Experience and their academic advisor.”

## **CURRENT CALENDAR ENTRY**

### **Post-Admission Transfer Credits**

Post-Admission Transfer Credits are credits awarded for courses completed at another institution during the time a student is enrolled at U of T Engineering, where a Letter of Permission was not first obtained.

Courses should be academically rigorous and include a written examination or a significant component of closely supervised work. Students who wish to take a course at an institution outside of Canada should note that the course will be closely examined to ensure it is comparable to the academic standards of the University of Toronto. Online courses will be subject to a special review to ensure they meet the expectations of the University of Toronto. Post-Admission Transfer Credits are usually not awarded for core courses. Students should speak to their academic advisor prior to submitting a request for a Post-Admission Transfer Credit for a core course.

The Post-Admission Transfer Credit request form can be obtained by emailing the Registrar's Office at [registrar@engineering.utoronto.ca](mailto:registrar@engineering.utoronto.ca). Students will be required to submit an official transcript and a course syllabus that contains the following information: length of the course; number of hours; grading scheme; number of essays, tests, and examinations; reading list; course instructor(s); and method of instruction (online, in-person, hybrid, etc.). A non-refundable processing fee of \$40 per institution will be charged.

Post-Admission Transfer Credit requests must be submitted to the Registrar's Office no later than the term following the course's completion.

## **PROPOSED CALENDAR ENTRY**

### **Post-Admission Transfer Credits**

Post-Admission Transfer Credits are credits awarded for courses completed at another institution during the time a student is enrolled at U of T Engineering, where a Letter of Permission was not first obtained.

Courses should be academically rigorous and include a written examination or a significant component of closely supervised work. Students who wish to take a course at an institution outside of Canada should note that the course will be closely examined to ensure it is comparable to the academic standards of the University of Toronto. Online courses will be subject to a special review to ensure they meet the expectations of the University of Toronto. With the exception of official University of Toronto exchange partners, transfer credit requests will not be considered for courses taken through international summer programs attached to

post-secondary institutions outside of Canada except with the special permission from the Associate Registrar, Director of Admissions. Students interested in participating in an international exchange should contact the Centre for International Experience and their academic advisor.

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Post-Admission Transfer Credit requests must be submitted to the Registrar's Office no later than the term following the course's completion.

#### **PROCESS AND CONSULTATION**

The domain of the Undergraduate Curriculum Committee includes curriculum change and curriculum quality control. This recommendation has been reviewed and approved by the committee, which is comprised of teaching staff representatives from the Faculty's departments and institutes; undergraduate student representatives; the Vice-Dean, Undergraduate; the Vice-Dean, First Year; the Director, First Year Curriculum; the Associate Dean, Cross-Disciplinary Programs; the Assistant Dean and Director, Diversity, Inclusion and Professionalism; and the Faculty Registrar.

#### **RECOMMENDATION FOR COUNCIL**

THAT the FASE calendar be amended regarding transfer credits, as described in Report 3727 Revised, effective immediately.