

This transfer credit information will help you plan, prepare and complete the necessary documentation to obtain equivalent course transfer credits. Only courses that fall within the scope of Arts, Science or Management curriculum at the University of Toronto may be transferred. Vocational, professional or pedagogical course are NOT transferable.

A maximum of 2.5 full-course equivalents (FCEs) may be transferred for full time studies per semester. If you have received transfer credit in the past, for example, on admission or on Letters of Permission, further restrictions may apply.

Transfer credit is normally given at the year level the course is offered at your host university. For example, a second year Management course taken at your host university will be given as a B-level credit. If UofT Scarborough offers a C-level course that repeats the content to this course, in part or in whole, the UofT Scarborough course will be listed as “exclusion”. The transfer credit will be given as MGTB**H. If you are a Management Program student, the Program Supervisor of Studies in Management must also be consulted to determine if the course is acceptable for prerequisite purposes.

You must consult with your relevant Program Supervisor if you wish a course outside of your area of study to apply towards your particular program requirements.

It is possible to have all C/D –level courses transferred as upper-year courses towards your degree. Students studying through the Student Exchange Program are not bound by the rule restricting them to a maximum of one C/D-level transfer credit.

A normal full course load at your host university is considered as the equivalent of a full-course load at the University of Toronto. If you expect to be considered for the full 5.0 FCE in transfer credit for two semesters abroad then you must carry the normal full-time load of transferable courses at your host university. To find out what a full-load constitutes at your host university, please refer to the SEP@CIE webpage at:

<http://www.cie.utoronto.ca/Exchange-Programs/Exchange-Institutions/By-Faculty.htm#artsci>

Only courses in which you achieve a passing grade will be considered for transfer credit. Courses assessed only on the basis of attendance are not transferable. Grades for transfer credits do not appear on your academic record at the University of Toronto, and are not calculated in your Grade Point Averages. However, as you will be asked to submit a transcript of your studies at your host university if you apply for further education, the grades you achieve will be important. As well, your grades will play a role if you are in competition for “in course” awards.

Transfer credit is not given for a course that repeats previous studies or that is a pre-requisite to a course already completed.

Unspecified transfer credits in specific disciplines (e.g. ANTA**H, MGTB**H or PHYC**H) can count towards degree requirements, but not necessarily program requirements. You must consult with the relevant Program Supervisor to determine if an Exchange course meets pre-requisite or program requirements. Unspecified transfer credits that are not discipline specific (e.g. SCIA**H, SSCB**H or USPC**H) may count as degree credit or breadth requirement; they do not fulfill any pre-requisite or program requirements.

The Student Exchange Programs Course Recommendation Form

Use your “Student Exchange Programs Course Recommendation Form” when consulting with each Program Supervisor for every subject you plan on studying while on Exchange. A course must be reviewed for transferability by the Program Supervisor that teaches the course at UofT Scarborough. For example, a Russian History course must be reviewed by the History Program Supervisor. Similarly, a French Language course must be reviewed by the French Program Supervisor, even if you are enrolled, for example, in a Management or Political Science program.

Identify the courses you wish to take at the Host University and make a copy of any course outlines/descriptions that you have found. Select slightly more courses than you will need in case some are not offered in the Session you attend. Program Supervisors may not have time to review too many courses. List the courses on the form and indicate the comparable course weight at UofT Scarborough.

To determine the approximate equivalent weight of a particular course, you first need to know what the normal full course load is at the host university. This information is available from the SEP@CIE website:

<http://www.cie.utoronto.ca/Exchange-Programs/Exchange-Institutions/By-Faculty.htm#artsci>

Note that in most cases the weight of the other university’s courses will not be identical to either a half-credit or a full-credit at UofT Scarborough, so you should select the closest value (rounding up or down). The calculation is as follows:

$$\frac{\text{course weight (host-university)}}{\text{normal full year load (host university)}} \times 5.0 \text{ (full load at UofT)} = \text{UofT Weight}$$

Examples:

A full course load for one year at the University of Birmingham is 120 credits. If one 20 credit course is completed only, it would be equivalent to 0.83 UofT credits (20/120*5) and assigned 0.5 as the UofT credit value (not 1.0). **To be eligible to receive transfer credits for the full course equivalent of 5.0 credits, you need to take 120 credits at University of Birmingham.**

Alternately, to determine the equivalent of 1.0 FCE at UofT Scarborough divide the normal full year course load at the host-university by the normal full year course load at UofT Scarborough:

$$\frac{\text{normal full year course load at host-university}}{\text{normal full year course load at UofT Scarborough}} = 1.0 \text{ FCE (UofT Scarborough)}$$

To be considered for the maximum of 5.0 FCEs for a full year, you must enrol in the normal full load at the host university.

Ensure that the Program Supervisors sign off on the Student Exchange Course Recommendation Form for the courses they reviewed. You may photocopy and use a separate form for each subject. Return the original signed form to Carol Farquhar, Admissions and Student Recruitment, Room AA128 and keep a copy for your own record. Further questions? Call (416) 287-7671 or e-mail: farquhar@utsc.utoronto.ca

Email correspondence between the Program Supervisors and yourself where detailed course outlines have been reviewed may also be used to determine transfer credit decisions. Forward the email correspondence to: farquhar@utsc.utoronto.ca See page 4 for sample email to Program Supervisor.

Important: Studying at another institution does bring a degree of academic risk. Although we cannot guarantee that the courses you choose will receive full credit, we will do our best to see that you receive a fair assessment. If you have provided detailed outlines and received Program Supervisors’ transfer credit recommendations prior to your departure, then the risk is negligible.

Sample Email to Program Supervisor Requesting Transfer Credit

Dear Prof. Benjamin,

My name is Jane Doe (#5544332211), and I am participating in a Student Exchange Program at University of Manchester, England, for the 2013 Winter semester.

While abroad, I would like to take the following courses for Economics credit:

ECON30101 Chinese Economy -- 10 Manchester credits (approx. 0.5 UofT credits)

ECON30451 Technology, Industry & Emerging markets -- 20 Manchester credits (approx. 0.5 UofT credits)

Please find information on these courses at:

<http://courses.humanities.manchester.ac.uk/undergraduate/module.html?code=ECON30101>

<http://courses.humanities.manchester.ac.uk/undergraduate/module.html?code=ECON30451>

These courses would be for my program: Economics Specialist

Please let me know what credit you would assign these courses. I understand that the final decision on credit weight will be made by Carol Farquhar in the UTSC Transfer Credit Office.

Please copy farquhar@utsc.utoronto.ca on the assessment.

If you need any more information or have any questions on what I've provided, please let me know.

Sincerely,
Jane