



Students who wish to study at another university and have credits transferred to the University of Toronto Scarborough must receive permission from the University of Toronto Scarborough to do so **PRIOR TO TAKING THE COURSE(S)**. Approval is given in the form of a Letter of Permission (LOP) when the student wishes to study at an institution similar in setting to the University of Toronto.

LOP Application Deadline: Completed application forms including all required documents must be submitted to this office at least 3 weeks prior to the start of classes at the host university. It is your responsibility to check directly with the host university for information concerning their application and registration deadlines.

Letters of Permission are not routinely approved. Students must give reasons why the Letter of Permission is necessary and explain, for example, why it is not possible to take the courses at the University of Toronto. Students should also explain the importance of the particular courses selected. The letter of explanation must be submitted with the application along with a detailed course description.

A course must be reviewed for transferability by the discipline that would teach the course at U of T Scarborough. Therefore, you must consult with the Program Supervisor of Studies in Anthropology if you wish to take an Anthropology course. The recommendation is to be indicated on the Transfer Credit Recommendation Memo. If the course is to be used to meet program requirements, you must also consult with your Program Supervisor to ensure the course will be approved for the program. The following guidelines are used to assess an application.

1. To be considered, a student must have completed the equivalent of at least 4.0 full credits and be in good standing with the University of Toronto Scarborough.
2. Courses requested must be appropriate for Arts and Science degree credit at this university. (For example, courses in education, social work, or physical education would not be appropriate.) Second entry professional programs such as Law or Medicine are also not appropriate.
3. A maximum of 5.0 full credits may be obtained on a Letter of Permission. However, if a student received 5.0 or more transfer credits upon admission, it is unlikely that a Letter of Permission will be allowed. Only 1.0 credit at the senior level (C or D level) will be permitted on a Letter of Permission.
4. Letters of Permission are not normally granted for study at institutions within Toronto and surrounding regions.
5. Letters of Permission are not normally granted for correspondence courses, particularly if the student lives in Toronto and surrounding regions.
6. To receive credit for Letter of Permission courses, the student must earn one full grade higher than the minimum passing grade (i.e. a C minus or better at universities using a grading scale similar to that of the University of Toronto). Grades are not recorded on U of T transcripts and are not included in any grade point average; however, they will be taken into consideration when considering eligibility for scholarships and/or awards. Poor grades obtained while on a Letter of Permission may affect a student's academic standing at U of T Scarborough. The student must arrange for the host university to send an official transcript to U of T Scarborough promptly after completion of the course. Read the "Study at Other Universities" section of the Calendar for more information.

LETTERS OF PERMISSION FEE STRUCTURE

Application for 0.5 or 1.0 credit	\$25.00		
Approval for 1.5 credits	\$25.00 * 1.5	=	\$37.50
Approval for 2.0 credits	\$25.00 * 2.0	=	\$50.00
Approval for 2.5 credits	\$25.00 * 2.5	=	\$62.50
Approval for 3.0 credits	\$25.00 * 3.0	=	\$75.00
Etc.			
Approval for 5.0 credits	\$25.00 * 5.0	=	\$125.00

NOTE: Fees are subject to change without notice. \$25.00 is required when the application is submitted. The fee is non-refundable. If more credits are approved the balance is due if/when the Letter of Permission is approved.



U of T Student Number: _____

A \$25.00 non-refundable application fee must be submitted with this form – see attached Payment Options.

Please see the attached Guidelines for further Letter of Permission fees. (Note: Fees are subject to change without notice)

*IMPORTANT: You must attach detailed course descriptions and a letter explaining the reasons you require a Letter of Permission.

Student Name: _____
 ()
 Mr./Mrs./ Surname Given Names
 Miss/Other

Current Mailing Address: _____
 Address City/Town
 Province Postal Code
 Telephone (Home) Telephone (Business)
 E-mail _____

Have you previously received a Letter of Permission?

Yes No

Status in Canada: Canadian Citizen or Permanent Resident?

Yes No

I am requesting permission to enrol in a course(s) at:

Name of Host Institution: _____

Address of Host Institution: _____

Proposed Session(s) at Institution: Fall Winter Summer

List of Requested Course(s): (if more space is required, attach additional information.)

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT VALUE</u>

Is this a correspondence course(s) Yes No

I understand that should my request be approved to enrol in the above course(s) for credit towards my University of Toronto degree, I must adhere to the following conditions:

1. It is my responsibility to check with my Program Supervisor(s) to ensure that the course(s) are acceptable for program requirements.
2. The Letter of Permission will not be valid if I am **NOT IN GOOD STANDING** at the end of the current session.
3. To obtain credit for the course(s), I must earn at least one grade higher than the minimum passing grade (i.e., a grade of “C minus” or better at universities employing a similar grading scale to that of the University of Toronto). I understand that “no credit” will be recorded on my transcript if I do not meet this standard. Grades are not recorded on U of T Scarborough transcripts and are not included in any grade point average.
4. It is my responsibility to arrange for the host university to send an official transcript promptly after the completion of the course(s). If I do not register or withdraw without academic penalty, I must submit a letter confirming this from the Registrar of the host university. I understand that if I fail to do this, U of T Scarborough will not release my transcript and I will not be permitted to register for a subsequent session.

Student Signature: _____ Date: _____

NOTE: Students who are taking final courses for their degree during the Winter Session will graduate at the following fall convocation, not at the spring convocation. Grades are not received in time to process for June.



To: Carol Farquhar
Admissions and Transfer Credit Assessor

From: _____
(Program Supervisor - in the discipline in which the proposed **COURSE** would be offered at U of T Scarborough)

RE: _____
(Student Name & Student Number)

The above-named student intends to study at _____
(Name of institution to which student is applying)

during the _____ Fall/Summer session and plans to take the following course(s)/program:

The course(s)/program is equivalent to _____

_____ I do not have sufficient information to comment on the transferability of the course(s). The student must provide additional information – detailed course outlines, texts to be used, etc.

_____ (Language courses only)

The student will be taking a placement test and has been asked to provide detailed course outlines upon return to evaluate what credit, if any, can be awarded. The student has been advised to attempt to enroll in a course(s) comparable to _____ at UTSC given the student’s background in the language.

Signature of Program Supervisor

Date

Legend for coding transfer credits

*Example

- 1. If the course matches exactly:..... FREA01H3
- 2. If the course is similar but does not match exactly:.....FREA**H/Y Exclusion: FREA01H3
- 3. If the course is not similar but should still be given credit:.....FREA**H/Y No exclusions (Use rarely)
- 4. No credit to be given
- 5. Insufficient information is available to evaluate

NOTE: You may use St. George or UTM course codes if U of T Scarborough does not have an equivalent course.



U of T Scarborough encourages students interested in improving their language skills to include off-campus immersion courses in their programs of study. If you are applying for such a program, like the Explore – Second Language Summer Program, please read carefully and sign this information sheet and attach it to the **Letter of Permission** Application Form. **Since transfer credit awarded may vary** with the nature of the language program attended, a Letter of Permission must be obtained before undertaking such off-campus immersion studies. *Only courses completed at an accredited degree-granting institution, which are acceptable for degree credit at that institution, are eligible for transfer credit consideration.*

Please note the following:

1. Students who have available, in advance, detailed descriptions of the language courses they intend to take may have such courses approved in advance by the Program Supervisor in the relevant discipline. They should obtain the Supervisor's commitment **in writing** with respect to the credit to be awarded on successful completion of the off-campus course(s). Where equivalent courses are available at U of T Scarborough students should also obtain a formal written indication of the equivalent to be granted. This is particularly important for students who require these language courses for program completion.
2. Students who, in the opinion of the Program Supervisor, cannot provide immersion course descriptions that are sufficiently detailed to allow for the commitment noted above, may still obtain a **Letter of Permission** for such courses. However, **students take these courses at some risk**. In this case, students must, on their return to U of T Scarborough, make available to the Program Supervisor a detailed course outline. The Supervisor, in consultation with the Discipline, will then determine the appropriate number and level of credits to be granted and will determine whether these credits are specified as Scarborough equivalents or are unspecified. Program Supervisors who have some doubt about the content of the immersion courses are free to require students to take written and/or oral examinations in order to determine the credit value and levels to be granted. Such tests may also be used to determine equivalents. **It is possible that transfer of credit will not be allowed if the immersion course content and level are found to be inappropriate.** For this reason students who intend to study in immersion programs off-campus are urged to discuss such programs with the Supervisor **BEFORE** they register in them.
3. Programs offered through faculties of education or continuing studies are not normally acceptable for transfer credit.

In signing this form, the student indicates that he/she has read the above conditions and accepts them.

Signature of Student _____ Date _____



LETTER OF PERMISSION PAYMENT OPTIONS

Please complete the form and return it with your Application Form.

Surname: _____

Given Name: _____

U of T Person ID: _____

PAYMENT OPTIONS

Indicate chosen method of payment with an "X".

Money Order, please make payable to "The University of Toronto".

MASTERCARD

Credit Card #: _____

Expiry Date: ____ / ____

VISA

Credit Card #: _____

Expiry Date: ____ / ____

Signature: _____

Date: _____