STUDENT EXCHANGE PROGRAM
TRANSFER CREDIT INFORMATION SHEET

This transfer credit information is to assist University of Toronto Mississauga students who are planning on participating in the Exchange Program. It will help to plan, prepare and complete the necessary documentation to obtain course equivalency while on Exchange.

Courses that fall within the scope of the Arts, Science and/or Management curriculum at the University of Toronto Mississauga may be transferred. Psychology courses will need prior written permission from the Psychology department. Vocational, professional or pedagogical courses are NOT transferable.

Up to a maximum of 7.5 full-course equivalents (FCEs) may be transferred from your studies abroad. However, if you have received transfer credit in the past, for example, on admission or on Letters of Permission, restrictions may apply. For example, U of T Mississauga students are eligible for a maximum of 10.0 transfer credit throughout their entire university career. Please consult with an Academic Advisor within the Registrar’s office for more information.

You must consult with the relevant academic program supervisor if you wish to enroll in a course outside of your area of study to apply towards your particular program requirements.

COURSE LOAD REQUIREMENTS

University of Toronto Mississauga considers a normal full course load at the host university equivalent to a normal full course load at UofT. You must carry the normal full-time load of transferable courses at your host university to be considered for a full 5.0 FCEs in transfer credit for your year abroad. To find out what a full-load constitutes at your host university, please refer to your nomination letter.

GRADE REQUIREMENTS (For Exchange Only)

Normally, achieving a passing grade in a course, as per the host institution’s grading scale, will be considered for transfer credit. Courses assessed only on the basis of attendance and/or graded as pass/fail are not transferable. Grades achieved at your host university do not appear on your academic record at the University of Toronto, and thus are not calculated in your Grade Point Averages. You will be asked to arrange for the host university to submit a final official transcript (in a sealed envelope) directly to U of T Mississauga’s Transfer Credit Office to facilitate assessment of your studies abroad. If you plan on pursuing further education (e.g., graduate studies), the grades you achieve will be important.

Transfer credit will not be given for a course that repeats previous studies.

TYPES OF TRANSFER CREDIT EQUIVALENCIES

U of T Mississauga awards three types of transfer credit equivalencies, which may or may not fulfill your U of T Mississauga program or degree requirements (or act as prerequisites). You must consult with the relevant academic program supervisor to determine if your transfer credits meet prerequisite or program requirements. Consult an academic advisor in the Office of the Registrar to determine if your transfer credits meet degree requirements.
**Specific transfer credit** is granted when a course is considered to be directly equivalent to that of a specific course at U of T Mississauga (e.g., CSC108H5).

**Unspecified transfer credit** is granted when a course is not identical in content or level to any specific course at U of T Mississauga (e.g., HIS2**H5).

**Generic transfer credit** is granted when a course is not identical in content or level to any specific course or subject area at U of T Mississauga. Generic transfer credits are unspecified credits that are assigned to a division (Humanities, Social Science or Science) rather than a specific subject area (e.g., HUM1**H5, SSC1**H5, or SCI1**H5).

**THE PRE-DEPARTURE COURSE-AUTHORIZATION FORM**

Use the *Pre-Departure Course Authorization Form* when consulting with the academic program supervisors for each subject area you plan on studying abroad. A course must be reviewed for transferability by the academic program supervisor of the appropriate U of T Mississauga discipline. For example, a Psychology course must be reviewed by the Psychology academic program supervisor.

Identify the courses you wish to take at the host university and provide a copy of the course syllabi. Detailed syllabi are necessary for an accurate and complete assessment. Detailed syllabi should include: the course objectives, the number of credit hours, the length of the course, the grading scheme, a week-to-week topic summary, a reading list (i.e., required textbooks), and a breakdown of essays, tests, and exams. Select slightly more courses than you will need in case some courses are not offered in the session you attend. Please keep in mind that academic program supervisors may not have time to review a long list of courses.

List the courses on the form and indicate the approximate University of Toronto credit weight.

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 on your nomination letter. Note: 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 U of T Mississauga, so you should select the closest value (rounding up or down). The calculation is as follows:

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\text{Course weight (host-university)} \times 5.0 \ (\text{full load at U of T}) = \text{U of T \ weight normal full year load (host-university)}
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**Examples:**

A full course load for one year at the University of Birmingham is 120 credits. A 20 credit course would be equivalent of 0.83 UofT credits (20/120 x 5). **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.**

A full course load at the University of Auckland for one year is 14 points. A 2-point course would be equivalent to 0.71 UofT credits (2/14 x 5). **On your form you would indicate 0.5 as the UofT credit value (not 1.0). To be eligible for the maximum transfer credits of 5.0 full credit equivalents, you need to complete the normal full load at the host university.**

Alternatively, to determine the equivalent of 1.0 FCE at U of T Mississauga divide the normal full-year course load at the host-university by the normal full-year course load at U of T Mississauga:

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\frac{\text{Normal full year course load at host-university}}{\text{Normal full year course load at U of T Mississauga}} = 1.0 \text{ FCE (U of T Mississauga)}
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