

STUDENT EXCHANGE PROGRAM

Transfer Credit Information

Office of the Registrar, University of Toronto Mississauga
3359 Mississauga Road N., Mississauga, ON L5L 1C6

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 permission from the department directly. Vocational, professional or pedagogical courses are NOT transferable.

Up to a maximum of five (5.0) full-course equivalents (FCEs) may be transferred from a year of study abroad. However, if you have received transfer credit in the past, for example, on admission or on Letters of Permissions, further restrictions may apply. Please consult with an Academic Advisor within the Registrar's office for more information on these restrictions.

You must consult with the relevant Program Supervisor if you wish to enrol 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 FCE in transfer credit for your year abroad. To find out what a full-load constitutes at your host university, please refer to the Learning Abroad webpage at:

<https://learningabroad.utoronto.ca/>

GRADE REQUIREMENTS

Normally, only courses in which you achieve one grade above the passing grade 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 submit an official transcript from the host university before transfer credits can be awarded.** Your official transcript from host university should be sent to the CIE office at 33 St. George Street. If you plan on pursuing further education (i.e. graduate studies), the grades you achieve will be important. Transfer credit will not be given for a course that repeats previous studies.

GENERIC CREDITS

If the department does not award a specific credit (e.g. ENG100H5) then they may consider the course for a generic credit under a specific discipline (e.g. ANT1**H5, MGT2**H5 or PHY1**H5). These courses 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. Generic transfer credits that are not discipline specific (e.g. SCI2**H5, HUM1**H5 or SSC2**H5) count only as degree credit; they do not fulfill any pre-requisite or program requirements.

The Pre-Departure Course Authorization Form

Use the “Pre-Departure Course Authorization Form” when consulting with each Program Supervisor for every subject you plan on studying with on Exchange. A course must be reviewed for transferability by the Program Supervisor of that discipline at UofT Mississauga. For example, a Psychology course must be reviewed by the Psychology Program Supervisor.

Identify the courses you wish to take at the Host University and provide a copy of any course outlines/descriptions. Select slightly more courses than you will need in case there are courses not offered in the session you attend. Please keep in mind that Program Supervisors may not have time to review too many 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 from the Learning Abroad website: <https://learningabroad.utoronto.ca/>

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 UofT Mississauga, 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. A 20 credit course would be equivalent of 0.83 UofT credits ($20/120 \times 5$). 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 ($2/14 \times 5$). 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 UofT Mississauga divide the normal full year course load at the host-university by the normal full year course load at UofT Mississauga:

$$\frac{\text{NORMAL FULL YEAR COURSE LOAD AT HOST-UNIVERSITY}}{\text{NORMAL FULL YEAR COURSE LOAD AT UOFT MISSISSAUGA}} = 1.0 \text{ FCE (UoFT MISSISSAUGA)}$$

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

Ensure that the Program Supervisors sign off on the Pre-Departure Course Authorization Form for the courses they reviewed. **Return the original signed form to Loraine Au Tham, Exchange Officer for Outbound Students, Student Exchange Program Cumberland House, Room 204.** Upload a copy to the CIE Student Portal under the document tab where you have uploaded your resume, and keep a copy for your own record. If you have any further questions, please call her at (416) 946-0375.

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.*