

## How to Interpret Your Transfer Credit Assessment

### How to Read Your Assessment

#### e.g.: Transfer Credit-Equivalent Course Code

ENG110Y1	Transfer Credit - Equivalent Univ of Ottawa	1.0
HIS2***	Transfer Credit - Equivalent Canadian (BR=3) Univ of Ottawa	0.5

The first column indicates the course code.

The *first three letters* indicate the discipline.

The *fourth character* indicates the level of study: 1 = first year  
2 = second year  
3 = third year  
4 = fourth year

The *fifth & sixth characters* identify exact equivalency to a course offered in the Faculty.

*Asterisks* "\*\*\*" indicate "unspecified credit"; no equivalent course is offered.

The content is usually described in the second column.

The *seventh character* identifies the credit weight: Y = full credit; H = half credit.

The *last character* identifies the campus: 1 = St. George campus

The second column indicates the type of credit (i.e. equivalent, exclusion, extra or retained), a description of the content (e.g. Canadian), applicable Breadth Requirement classification (e.g. BR=3) and the institution from which the course is being transferred.

The third column indicates the credit weight. **Therefore:**

**ENG110Y1** = a first year full credit English course on the St. George campus (from U of Ottawa)

**HIS2\*\*\*** = an unspecified second year half credit in Canadian History with a BR classification of 3 (from U of Ottawa)  
No equivalent course is taught in the Faculty.

#### Credits Earned

The total number of full-course equivalents (FCEs) granted.

### Criteria for Transfer Credit

Acceptance of transfer credits by the University of Toronto shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be virtually equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer credit shall allow for the maximum recognition of previous learning experience in university level courses.

Subject to degree, grade and program requirements, any course offered for credit by a recognized university shall be accepted for credit by the University of Toronto when there is virtual equivalency in course content.

### Glossary of Terms

#### Credits Earned

The total number of full-course equivalents (FCE's) granted.

#### Generic Credit

Transfer credit for a course for which no equivalent discipline exists.

CCR for Creative and Cultural Representations (BR=1)

LNG for Language

TBB for Thought, Belief, and Behaviour (BR=2)

SSI for Society and Its Institutions (BR=3)

LTE for Living Things and Their Environment (BR=4)

PMU for The Physical and Mathematical Universes (BR=5)

USP for an acceptable course that does not fit into any other category. It may NOT be used towards program or breadth requirements.

#### Unspecified Credit

Transfer credit given for a course that has no exact equivalent in the Faculty (e.g.: HIS2\*\*H).

(Unspecified credits may be used to meet prerequisite, program or breadth requirements as long as permission is obtained from the relevant Program Advisor or College Registrar.)

A French Placement Test is required to adjust unspecified French language

transfer credits (e.g., FSL1\*\*Y) to a specific credit (e.g., FSL121Y).

#### Exclusion

A course in which a student cannot enrol because its content overlaps with one for which transfer credit has been granted.

A student usually may not enrol in any additional courses that are listed in the calendar as exclusions. (e.g.: A student receiving an exclusion to STA220H1 would also be prohibited from enrolling in any courses listed as exclusions to STA220H1 in the course calendar.)

Consult your Program Advisor or College Registrar about your selection of courses.

#### Extra

Courses that do not count for degree credit, but may count toward program or breadth requirements with the approval of the Program Advisor or College Registrar.

#### Retained Credits

Faculty of Arts and Science courses, completed at the University of Toronto, whose grades and averages are included in the Grade Point Averages of your current degree studies.

## Other Points

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- Transfer credits are only accepted from accredited post-secondary institutions.
- Transfer credits are normally granted for academic courses rather than for practical, clinical or pedagogical courses. Content should be similar to that of courses offered by the Faculty of Arts and Science.
- At least one full-grade higher than the minimum passing grade at the host institution must be received in each course considered for transfer credit (i.e. equivalent to 60% [C-] in the Faculty of Arts and Science at the University of Toronto).
- Final grades for courses completed in other institutions and faculties (**with the exception of UTM/UTSC**) are not transferred and will not appear on your academic record in the Faculty of Arts and Science.
- Final grades for all courses completed either as a Special or Visiting student are calculated in your Grade Point Average in the Faculty. Any courses completed as a Special or Visiting student that are now listed as "extra" credits or that had failed grades are not counted as degree credits but are calculated in the Grade Point Average in the Faculty.
- From a *university level institution*, a maximum of ten (10.0) transfer credits may be granted except where a student has completed the requirements for a degree (see below).
- Students who either completed a post-secondary degree or diploma, or have completed the requirements for a degree or diploma may receive up to a maximum of five (5.0) transfer credits:
  - four (4.0) at the 100-level;
  - one (1.0) at the 200-level.(Courses for which no transfer credit has been given may or may not be used to meet prerequisite, program or breadth requirements at the discretion of the Program Advisor or College Registrar.)
- From a College of Applied Arts and Technology (CAAT/CITAL), up to a maximum of five (5.0) transfer credits may be transferred for the completion of a *three-year diploma*.
  - CAAT/CITAL - For the completion of a *two-year diploma*, up to a maximum of two generic transfer credits may be transferred.
  - CAAT/CITAL - For the completion of *one-year diploma or certificate program*, no credit may be transferred.
  - A maximum of six (6.0) 100-level credits may be transferred as degree credit. Any additional 100-level courses will be listed as "extra" and will not count as degree credit.
  - A maximum of one 300/400-level transfer credit may be used towards the fulfillment of the 300/400 level degree requirement.
  - **Exclusions:** You may not repeat courses listed as exclusions unless you are required by a department to do so in order to meet program requirements (e.g.: a minimum grade higher than a "D" is required in the course or a full credit course is required rather than a half credit.) The repeated course will be listed as an "extra" credit and will have no effect on your status or Grade Point Average. A course may only be repeated once as an "extra" credit.
  - Students receiving a half course transfer credit with an exclusion to a full course offered in the Faculty of Arts and Science may, however, give up the transfer credit and enrol in the full course offered in the Faculty. The half credit will then be listed as an "extra" credit and will not count towards the degree. The *form* for requesting this change is available on the web at <http://www.artsci.utoronto.ca/current/undergraduate/tc>
  - Students granted transfer credit for four (4.0) or more full courses must formally enrol in a program of study upon their first registration in the Faculty. Failure to do so will result in refusal of further course enrolment.Where possible, such students will have been placed by the Transfer Credit Section in the program indicated on his/her admission application.
- The Program Advisor in the relevant department should be consulted concerning if, and how, transfer credit may be used towards the fulfillment of program requirements.

## Transfers from the Faculty of Arts and Science to another University of Toronto division

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Transfer credit regulations and degree requirements in other divisions of the University of Toronto are different from the regulations and requirements of the Faculty of Arts and Science on the St. George campus.

*All previously assessed course work will be re-assessed if you transfer to another division.*

## Transfers from UTM/UTSC

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Transfers from the University of Toronto Mississauga and the University of Toronto Scarborough will have all University of Toronto Mississauga or University of Toronto Scarborough courses and grades included in their Arts & Science academic record, and will have Faculty rules and regulations applied to these; e.g., academic status, degree regulations, Dean's List. Note: a limit of six 100-level/A-level credits is applied. All 300+ level credits may apply to the 6.0 requirement for the degree in the Faculty of Arts & Science. Students admitted to Arts & Science may not retain University of Toronto Mississauga or University of Toronto Scarborough subject POSTs, whether complete or incomplete. Only Arts & Science subject POSTs may be used to complete degree requirements in the Faculty

## Summer Courses

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Please arrange to have an official transcript sent directly to the Transfer Credit Section, Faculty of Arts and Science, for any post-secondary courses you complete during the summer session.

## Documents and Transcripts

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All documents and transcripts received by the University of Toronto become the property of the University; originals and/or copies will not be returned or forwarded to other institutions.

## Appeals of Transfer Credit

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If you wish to have a credit re-evaluated, submit a letter outlining your reasons along with a detailed description of the course or courses in question to the Transfer Credit Section at the following address. You are expected to do this *within twelve months* of receiving your letter of transfer credit or from the date of your first registration in the Faculty.

Transfer Credit Section  
Office of the Faculty Registrar, Faculty of Arts and Science, University of Toronto  
Room 1022, 100 St. George St.  
Toronto ON M5S 3G3  
email: [transfer.credit@artsci.utoronto.ca](mailto:transfer.credit@artsci.utoronto.ca)

## Academic Regulations

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Each student is responsible for being aware of and adhering to the academic regulations and degree requirements as stated in the Faculty of Arts and Science Calendar. Please ensure that you have read and you understand all of the degree requirements. Any questions concerning the requirements for degree or program completion should be directed to your Program Supervisor and/or College Registrar.