



Request for Transfer Credit or Exemption

Transfer Credit

With the approval of the graduate unit and the School of Graduate Studies, transfer credit may be granted for graduate work completed in another program, provided that the course(s) has not been credited towards another degree, diploma, certificate or any other qualification.

Transfer credit will be limited to one full course (1.0 FCE) or 25% of the program course requirements, whichever is greater. Transfer credit and exemptions are normally applied for upon admission (refer to the [SGS Calendar](#), General Regulations).

Students participating in an approved exchange program on the recommendation of their graduate unit may receive transfer credit for up to 50% of the course requirements for their degree. They may also complete language requirements while on the exchange. Transfer credit arrangements for exchange program participants must be approved in advance by the School of Graduate Studies.

Course Exemption

With the approval of the graduate unit and the School of Graduate Studies, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. Overall course credit requirements for degree are not reduced.

SECTION 1: To be completed by the student:

Name:		Student Number:		
Degree:		Graduate Unit:		
U of T Email:				
Identify whether requesting transfer credit or course exemption:		Transfer Credit	Course Exemption	
Course Number and Title	Credit Weight (half/full)	Institution Where Course Taken	Session	Grade
Student's Signature:			Date:	

SECTION 2: Chair/Director/Graduate Coordinator Approval:

Note: A copy of the student's transcript where courses were taken must accompany this request for SGS approval. Original copies are to be recorded in the official student file at the graduate unit.		
Home Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:

SECTION 3: Vice-Dean, Students, School of Graduate Studies Approval:

Request for Transfer Credit or Exemption:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	

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