



## Letter of Permission Policy for MIE Students (effective Fall 2022)

A Letter of Permission is an official document that allows you to take a course at another university (the “host institution”) as a non-degree or visiting student and transfer the credit towards your degree at University of Toronto (UofT) Engineering.

To apply for a Letter of Permission, you must submit a Letter of Permission Request through the [Engineering Portal](#). You will be required to upload a detailed copy of the course syllabus and to make a payment. If your application for a Letter of Permission is approved, you may enrol in the course that was pre-approved. Once you have successfully completed the course, have the host institution send an official transcript of your studies directly to the address stated in your Letter of Permission.

### **General considerations**

- The grade that is obtained for a course taken by Letter of Permission will not be factored in the calculation of your UofT GPA or sessional average
- You will not be approved to take a course at another institution if it is being offered at UofT during the same session
- Letter of Permission requests for non-Canadian institutions will only be considered if the institution has an exchange agreement with the University of Toronto

### **Timeline**

- We recommend that you begin the Letter of Permission request process no later than 1 month before you plan to enrol at the host institution. Some host institutions require a Letter of Permission for admission purposes. It is your responsibility to submit your request well in advance of the deadline set by the host institution
- You are expected to complete the approved course during the term specified in your Letter of Permission. Any extensions and/or changes to a Letter of Permission will require submission of a new request (and possibly, a new payment)
- If you are taking a course by Letter of Permission in the summer term, all coursework must be completed and your final exam written by August 31. Your transcript must be sent to the address stated in your Letter of Permission before September 30.
  - If the summer course is a pre-requisite for a UofT course that you will be taking in the Fall term, or if completion of this course will determine

whether you are able to proceed to the next year of study, your transfer credit must be recorded on your transcript by August 21. As such, the course must be completed and your transcripts sent to the address stated in your Letter of Permission by end of July

### Application Dates

Sessions for Letter of Permission	Application Begins	Application, Payment and Documentation Deadline
Fall (September - December)	July 15	August 15
Winter (January - April)	September 15	November 15
Summer (May - August)	January 15	June 15

### Core Courses

- Students may request to complete CS/HSS electives by Letter of Permission
- Core courses are prohibited unless a request for an exemption is sent to the MIE Undergraduate Office *before* the Letter of Permission request is submitted
- Requests for exemption are considered only if a student was unable to successfully complete a core course in a previous session due to a documented illness (mental or physical)
  - If an exemption is granted, a student may enrol in a maximum of ONE (0.5 credit weight) core course by Letter of Permission
- Exemptions will NOT be granted if a student:
  - Has received an academic offence sanction or there is an academic offence case ongoing in the course for which a Letter of Permission has been requested
  - Plans to take a course by Letter of Permission to “get ahead”. For example, a second-year student will not be permitted to take a core course that is scheduled to be taken in the third year of their program
  - Would like to enrol in a course by Letter of Permission because they were unsatisfied with the delivery, instructor, teaching style etc. for the course offered at UofT

More details on the Letter of Permission process can be found here:

<https://undergrad.engineering.utoronto.ca/academics-registration/enrolment-registration/transfers/letters-of-permission-transfer-credits/>.