

Senate Policy

Letter of Permission

2.12

Description:

An undergraduate student may apply for permission to take a course at another post-secondary institution for credit towards their graduation requirements. The course must fulfill OCAD University (OCAD U) curriculum requirements, and the student must achieve the minimum grade required for progression in the program.

Approvals:

Revised by Academic Standards Committee: June 16, 2008

Approved by Academic Council: June 23, 2008

Effective: September 2008

Revised by Academic Standards Committee: October 2, 2019

Approved by Senate: October 28, 2019

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Approved by Senate: January 2024

Effective: February 2024

Approval Authority: Senate

Signature: Julian Goss, Chair

Policy:

1. Eligibility Requirements

- Only degree level courses are eligible for transfer.
- Courses must be taken from an accredited, recognized, approved or otherwise equivalent post-secondary institution, normally limited to Canadian institutions or international institutions with which OCAD U has a formal agreement/partnership.

- Course contact hours must be equivalent to those of OCAD U courses, i.e. 36-42 contact hours per 0.5 credit with a minimum of six weeks of instruction.
- Permission is not normally granted to enrol in courses that are offered at OCAD U.
- Permission may also be granted in exceptional cases where the student can demonstrate that the course fulfills a requirement that cannot be completed at OCAD U in the academic year in which the Letter of Permission is completed.
- The minimum credit granted for transfer is 0.5 credit. Students may only take a maximum of 1.5 credits on Letter of Permission per undergraduate degree.

2. Academic Record

To receive credit at OCAD U, courses taken on Letter of Permission must be completed with a minimum grade required for progression in the student's program. Courses taken on Letter of Permission are designated as such on an undergraduate student's academic record. The final grade is recorded as either Pass (P) or Fail (F) and is not included in the calculation of the student's average.

Courses taken on Letter of Permission will fulfill open elective requirements, unless a course substitution is approved by the Associate Dean (or designate) associated with the subject area of the course.

Any decisions taken by the university with respect to the transfer of credits is final.

Procedures:

1. Assessment Process

Applications for transfer of credit through Letter of Permission are assessed as follows:

- Applications for course transfer are reviewed by an Associate Dean (or designate) in consultation with the University Registrar.
- The review is conducted by the Associate Dean (or designate) of the Faculty associated with the subject area of the course. Courses that fall outside of OCAD U subject areas will be reviewed by the Associate Dean (or designate) of the Faculty in which the undergraduate student is registered.

2. Documentation Required

Prior to registration in a course for transfer credit, an undergraduate student must complete and submit a "Request for Letter of Permission" form to the Office of the Registrar before the published deadlines. If the request is approved, the

student will be issued a formal Letter of Permission to be submitted to the host institution at the time of registration.

The application must include the following:

- Letter of Permission Request Form
- Non-refundable application fee
- Course description (in English or French) from the course calendar for year in which the course will be taken
- Course syllabus/outline detailing weekly course content, form of evaluation (e.g. tests/essays) and mark breakdown

OCAD University may enter into an agreement with another university to pre-approve designated courses for specified major/programs. In these instances, there is no requirement to submit a course description or course syllabus/outline.

3. Student Responsibilities

A Letter of Permission permits an OCAD U undergraduate student to take a course at another institution for credit towards graduation requirements at OCAD U. Approval is granted on a course-by-course basis; students must submit an application for each course and will only receive credit for the specific course(s) approved.

A Letter of Permission does not admit an OCAD U student to the host institution. It is the student's responsibility to make formal application to the host institution and to ensure that they are properly registered in the course. Students must comply with the policies and procedures for admission to and registration at the host institution. All fees incurred must be paid by the student in accordance with the regulations at the host institution.

The student is responsible for ensuring that an official transcript from the host institution is sent directly to the Office of the Registrar at OCAD U immediately upon completion of the course. Credit – recorded as Pass (P) – will not be awarded until the official transcript confirming the successful completion of the course has been received. Students who do not successfully complete the course or do not submit an official transcript will receive a Fail (F) grade on their academic record.

Students approved for a letter of permission internationally are responsible for their own health and safety while enrolled at the host institution. Students are encouraged to consult the Government of Canada's travel advisories and to arrange appropriate health insurance prior to departure.