

Academic Council Policy

Letter of Permission

1020

Description:

A student may apply for permission to take a course at another post-secondary institution for credit towards her/his graduation requirements. The course must be relevant to the student's major program of study and the OCAD curriculum, although not offered at OCAD. No more than one course taught in a language other than English or French may be approved for transfer.

Approvals:

Revised by Academic Standards Committee: June 16 2008

Approved by Academic Council: June 23 2008

Date Effective: September 2008

Approval Authority: Academic Council

Signature: Keith Rushton

Policy:

1. Eligibility Requirements

- Only degree level courses from an accredited, recognized, approved or otherwise equivalent post-secondary institution are eligible for transfer.
- A maximum of one course taught in a language other than English or French may be approved for transfer.
- Course contact hours must be equivalent to those of OCAD courses, i.e. 36-42 contact hours per 0.5 credit with a minimum of three weeks of instruction.
- The minimum credit granted for transfer is 0.5 credit.

2. Residency Requirements

The maximum number of credits that may be accepted for transfer is limited by the OCAD residency policy which requires students to complete a minimum of 50% of their graduation requirements at OCAD. As well, two out of a student's three final semesters prior to graduation, including the final one, must be completed in residence at OCAD.

3. Academic Record

To receive credit at OCAD, courses taken on Letter of Permission must be completed with a grade of 65% or better. Courses taken on Letter of Permission are designated as such on a 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.

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 studio course transfer are reviewed by the Associate Dean (or designate) of the Faculty in which the student is registered, in consultation with the Registrar.
- Applications for liberal studies course transfer are reviewed by the Associate Dean, Faculty of Liberal Studies, in consultation with the Registrar.
- Permission may be granted where the student can demonstrate the relevance of a course to her/his major program of study at OCAD.

2. Documentation Required

Prior to registration in a course for transfer credit, a 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:

- Non-refundable application fee.
- Letter providing reasons for requesting a Letter of Permission. The letter should explain the relevance of the course to the student's major program of study and OCAD curriculum.
- Course description 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

3. Processing Time

The processing of applications will take four to six weeks.

4. Student Responsibilities

A Letter of Permission permits an OCAD student to take a course at another institution for credit towards graduation requirements at OCAD. Course substitution and/or course change is not permitted.

A Letter of Permission does not admit an OCAD student to the host institution. It is the student's responsibility to make formal application to the host institution and to ensure that she/he is 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 immediately upon completion of the course. Credit will not be awarded until the official transcript confirming the successful completion of the course with a grade of 65% or better has been received. Non receipt of an official transcript will result in a fail grade being recorded on the student's academic record.