

## COURSE APPROVAL AND TRANSFER CREDITS

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Once you have finalized your course registration at the host institution, you need to submit your courses for evaluation. You must notify International Student Services Office if any of your course selection changes.

You must complete the **online application** and **Exchange Program Transfer Credit Request Form**. You will need to provide course descriptions for all studio courses and course outlines/syllabi for all liberal studies courses (must include detailed information on assignments, essays, test and percentage of course grade). If the course is taught in a language other than English, you will need to provide a rough translation of the course description.

Once the International Student Services have received your request, it will be sent to the Faculty Office(s) for evaluation. Your Program Chair and Associate Dean in the Faculty of Liberal Studies will determine how the credit you earn on exchange will be applied to your degree requirements.

Credits taken at the host institution may be transferred in the following ways:

- Specific course credit, such as your core or studio course (e.g. DRPT-3015, ILLU-3006)
- Unassigned faculty credit (e.g. DRPT-3TRX, GART-3TRX, GDES-3TRX, VISA-3TRX)

Note that our partner institutions do not use the same credit weight system as OCAD U. To earn 2.5 OCAD U credits please refer to the 'course load' posted on our Exchange Partner List.

Your transcript at the host university should be sent to:

International Student Services  
OCAD University  
100 McCaul St  
Toronto, ON M5T 1W1

Results from the Transfer Credit will be recorded on your OCAD U Records (Pass/Fail) **after** your final transcript from your host university has been received. You will be notified by email once it is complete. Grades from the exchange program do not affect your overall average at OCAD U, but will be taken into account when assessing your eligibility to graduate with Distinction.