



## STUDENT EXCHANGE PROGRAM

### UTM PRE-DEPARTURE COURSE AUTHORIZATION FORM

Before your Student Exchange application is considered complete, the courses you intend to take must be evaluated and equivalencies at the University of Toronto established. Please ask the appropriate Program Supervisor to assess your courses and sign this form. **Please use a separate form for each area of study and include course outlines.**

<b>Student Name</b>	
<b>Student Number</b>	
<b>Host Institution</b>	

<b>Host Institution Course</b>	<b>Credit Weight</b>	<b>UTM Equivalent</b>	<b>UTM Exclusion</b>

Program Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### NOTES FOR ACADEMIC DEPARTMENTS:

- The assessments listed on this form will be considered final, except when:
  - The student did not pass the course.
  - There is a discrepancy between the host institution course code/title or credit weight listed on this form and the course code/title or credit weight that appears on the final transcript (generated by the host institution).
  - The course material is significantly different from what had been assessed.
- Using the “UTM Equivalent” and “UTM Exclusion” columns, please assign:
  - Specific transfer credit (e.g., BIO152H5) – when a course matches exactly (you may use St. George or UTSC course codes if UTM does not have an equivalent).
  - Unspecified transfer credit (e.g., BIO1\*\*H5) – when a course is similar but does not match exactly.
  - Generic transfer credit (e.g., SC1\*\*H5, SSC1\*\*H5, HUM1\*\*H5) – when a course is not similar, but should still be awarded credit.
  - No credit – when a course should not be awarded credit.

**NOTE:** Refer to the [Student Exchange Program Transfer Credit Information Sheet](#) and [Handbook](#).