

Procedure to enrol in and get credit for non-EEB graduate courses

****Note**:** for all non-EEB graduate courses, your supervisor and the members of your supervisory committee have to give you permission to take the course for credit.

Do you want to audit a course offered by a non-EEB department, contact Kitty Lam for the form to fill in.

Is the grad course you want to take a U of T graduate course offered by another department? If yes, then first try to enrol for the course on ACORN. If it is not listed on ACORN (note that many/most grad courses will not be available on ACORN until Aug 1 or later so please check back to ACORN during the first week of August), then you will have to fill in the ADD grad course form and get the required signatures (if you are unsure about what to put in any of the fields, ask the Grad Coordinator before you get all of the signatures): <https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/06/AddDropCourses.pdf> Then email the completed form to the EEB Grad Coordinator (Helen Rodd).

Is the course a one-day workshop? Sorry, that is not substantial enough to get credit for an EEB quarter graduate course

Is the course offered as a graduate course at another university? Does it have a grad course number? Will a transcript be issued? If any of these answers are 'no' it is unlikely to be approved by SGS as a transfer course.

If it is a grad course offered by one of the Canadian universities listed in one of the agreements in Appendix A (below)? If it is, first send a syllabus to the Graduate Coordinator so she can assess whether it would be a suitable course to replace an EEB grad course. If it will be, fill in the agreement form and submit it to the Graduate Coordinator.

If the course is not offered by a university listed in Appendix A or it is not offered by a Canadian university, send a copy of the syllabus to the Grad Coordinator, who will determine whether it looks like an appropriate course, whether the weighting will be .25 or .5 (quarter or half course) and she will guess whether SGS will approve it. SGS only approves courses for transfer credit after the course has been taken and a grade has been assigned. If the course is taken, then this form has to be completed and sent to Helen Rodd:

[TransferCredit.pdf \(utoronto.ca\)](#)

And a copy of the transcript has to be sent from the host university directly to Kitty (an electronic version if possible).

If the course is offered by CSEE, contact the Graduate Coordinator for the transfer course credit weighting (.25 or .5) depending on the number of modules you plan to take and to find out what form(s) you need to fill in.

Appendix A

Canadian University Graduate Transfer Agreement (CUGTA)

The [Canadian University Graduate Transfer Agreement](#) (PDF) permits a registered student in good academic standing to take a limited number of degree program course requirements at a Canadian Association for Graduate Studies (CAGS) member university without completing further admission formalities.

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Ontario Visiting Graduate Student Agreement (OVGS)

The [Ontario Visiting Graduate Student Agreement](#) (PDF) permits a registered student in good academic standing to take a limited number of degree program course requirements at an Ontario university without completing further admission formalities.

Graduate Exchange Agreement (GEA)

The [Graduate Exchange Agreement](#) (PDF) is recognized by U of T's School of Graduate Studies and has established authorization for graduate course study requests at McGill University, Université de Montréal, and University of British Columbia.

The student pays tuition fees at U of T as per normal and is classified as a non-degree student at the host university.