

# Letter of Permission

Updated Feb 2023

A *Letter of Permission* is a document that allows you to take one or more courses at another university as a visiting student and transfer the credit(s) towards your degree at Western University. Students must apply to the academic counselling office of their faculty for a *Letter of Permission* to take courses at another university (note the non-refundable fee charged by the Registrar's Office) and must be submitted before you register at the other university. If you take a course without requesting a *Letter of Permission*, you may have to apply for re-admission to this university. For more details, please check [here](#).

*As of May 2017 the Department of EBM, now the School of Management, Economics and Mathematics, has established policies on LOP requests:*

Students must fulfill the LOP conditions listed on the general guidelines at:

<https://www.kings.uwo.ca/current-students/courses-enrolment/degree-information/another-university/>, and meet the following conditions:

- a. *Must complete a minimum of 4.0 credits with a minimum cumulative average of 70%;*
- b. *Current cumulative average must be at 75% if the request for LOP is made before the end of the academic school year;*
- c. *No principal or prerequisite courses for Economics and MOS can be taken through LOP;*
- d. *No first year courses for admission to any module in Economics and MOS can be taken through LOP.*
- e. *Students who have 10.0 transfer credits from another institution are not eligible to apply for LOP courses.*

**The deadline for the submission of LOP request is April 30, 2023.**

## Steps to take:

- Complete a **Request for Letter of Permission form** and the **Letter of Permission Checklist**
- Visit the other university's website for a description of the course(s) that you wish to take
- Print off the course outline and take it to the department for approval - they will review and sign your *Request for Letter of Permission* if they approve
- Once approved by the department, bring the completed form to the academic counselling office for approval
- Completed forms must be submitted to the academic counselling office by the published deadlines
- You must adhere to the other university's policy/deadlines for admission as a visiting student, and to Western's policies and deadlines for completing the course. Remember to have an official transcript transferred to Western upon completion of the course(s). Instructions and deadlines are provided on your copy of the letter of permission form and on the **Registrar's Office website**.

## Courses Taken at an Online University

For summer courses, coursework must be completed and the final exam must be written by **August 31**. Transcripts must be sent to Western prior to the November 2 deadline for the submission of grades.

If we have not received a transcript by November 2, you will receive an "F" for the courses. No exceptions/extensions will be given unless proof is provided that the course was completed prior to August 31.

The following links provide more information on Letters of Permission.

**Transfer of Credit to Western**

## LETTER OF PERMISSION (LOP) CHECKLIST

### School of Management, Economics, and Math

Please complete the following checklist, and familiarize yourself with the additional information, before submitting your Request for Letter of Permission Form to Academic Counselling at King's.

#### **Checklist:**

- You have had your course(s) approved by the correct department(s) prior to Academic Counselling Office approval (e.g. Psychology Department for Psychology courses, or School of Management, Economics, and Mathematics for Economics courses)
- You may take a maximum of 5.0 credits on a LOP or exchange toward your Western degree
- Check that the course you are taking is the same weight as the one offered at Western (0.5 vs 1.0)
- Check which breadth category your LOP course(s) will meet (A,B,C)
- Official transcripts from LOPs must be submitted to the Registrar's Office by May 15 if you plan on graduating in the Spring
- Official transcripts from LOPs must be submitted to the Registrar's Office by October 1 if you plan on graduating in the Fall
- Non-graduating students need to have official transcripts to the Registrar's Office no later than November 1, or before the ADD date if the course is a prerequisite
- You understand that there is a non-refundable fee associated with your LOP application
- It is your responsibility to ensure that an official transcript for courses taken on a LOP is submitted to Western's
- Registrar's Office. If no transcript is submitted, you will receive a grade of F in the course.
- You understand that it can take up to 3 weeks to process your LOP once you submit it to the Academic Counselling Office: be patient, plan ahead.

#### **Athabasca LOPs:**

Athabasca courses must be completed by Dec 31 (if taken in A term) April 30 (if taken in B term) August 31 for the summer term (no extensions)

You **cannot** drop courses using the Athabasca extended drop date - this will result in an F on your record

#### **Additional important information:**

- Only 7.0 first year courses will be counted toward your degree – make sure you aren't taking too many first year courses
- LOP courses taken during a Spring/Summer Session are included within the maximum permissible academic load for the period, May to August
- If the course you are replacing at Western has a lab component you need to have a lab component course for LOP (i.e. first year Physics, Chemistry)
- You cannot meet/satisfy any essay requirements with a LOP course
- You may be contacted by your Academic Counsellor prior to approval if they have questions or concerns about your LOP
- The School of Management, Economics and Math does not permit students to take mandatory module courses on a LOP
- **No retroactive** LOPs will be accepted

ONLINE FORM: [http://www.registrar.uwo.ca/course\\_enrollment/pdfs/letterOfPermission.pdf](http://www.registrar.uwo.ca/course_enrollment/pdfs/letterOfPermission.pdf)

REGISTRAR INFORMATION:

[http://www.registrar.uwo.ca/course\\_enrollment/letter\\_of\\_permission.html](http://www.registrar.uwo.ca/course_enrollment/letter_of_permission.html)

I understand these conditions of the LOP:

Student Number: \_\_\_\_\_

Western Email: \_\_\_\_\_

Signature: \_\_\_\_\_