

Letters of Permission

In order to take courses at another degree granting institution and have the course(s) considered as credit towards your University of Guelph degree you need to know the following:

- A *Request for Letter of Permission* form is available from the BA Counselling Office or online at:
http://www.uoguelph.ca/registrar/undergraduate/files/request_LOP.pdf You must obtain appropriate approvals, as indicated on the form, before applying for admission to the other institution. It is your responsibility to read the directions on the back of the *Letter of Permission* form.
- There is a \$50 fee for letters of permission. This will be collected at Student Client Services before the request is processed.
- You must apply to the host institution as a visiting student and meet that institution=s deadlines for admission application, registration and fee payments. You should contact the host institution and inquire about these policies as soon as you submit your LOP request to the BA counselling office.
- You must have an average of 60% or above and be *Eligible to Continue* at Guelph before the University of Guelph will consider your eligibility for a *Letter of Permission*
- Generally, if the course(s) that you are requesting to take is (are) offered at Guelph in class or by Distance Education then you will not be permitted to take it (them) through *Letter of Permission*.
- Generally, the maximum combined credit weight for *Letter of Permission* courses is 2.50 credits.
- Once your *Letter of Permission* is approved you must take the form to the Registrar=s Office for processing. They will collect the \$50 fee and then send a letter to the host institution to inform them of your eligibility.
- The University reserves the right to deny credit equivalency for courses taken without prior approval. As such, you should contact the BA counselling office if you need to make changes to your original course selections.

- Courses taken on *Letter of Permission* will not count as course attempts under the continuation of study regulations nor will the grades count in the semester average, the overall academic average, or your specialization average (as applicable). The courses will appear as CRD on your transcript and be used towards your overall degree requirements.
- You are responsible for ensuring that the host institution forwards the official transcript(s) directly to the Undergraduate Program Services, Office of Registrarial Services. If the transcript is not received by the 20th class day of the semester following completion of the courses, an F will be entered on your internal academic record, until your transcript is received.
- When you return to the University of Guelph, you must fill out another *Request for Letter of Permission* form only if the courses you took at the host institution differ from the ones on your original LOP. Please indicate “Revised” on the top of the form when submitting it to the BA Counselling office.
- A notation will be added to your University of Guelph transcript indicating that some courses have been taken at another University