

Request for Letter of Permission

The University of Western Ontario, Office of the Registrar (Student Central, Letter of Permission), Room 1120 WSS, London, Ontario, N6A 3K7

The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: www.westerncalendar.uwo.ca

There is a non-refundable fee (including taxes) for issuing a Letter of Permission. See back of form for more information

| | | | | | | | | | | | | | | | |
|---|------------|--|--|--|--|-----------------------|------------|--|--|--|--|--|--|--|--|
| Student Name | | | | | | | | | | | | | | | |
| Home Address | | | | | | Student Number | | | | | | | | | |
| Postal Code | | | | | | City/Province/Country | | | | | | | | | |
| Phone Number | () | | | | | Business Phone Number | () | | | | | | | | |
| <i>The Address provided above will be effective immediately, replacing all other addresses.</i> | | | | | | | | | | | | | | | |

Processing Instructions (choose one or two of the following):

Mail to University Mail to student Pick-up by student Optional Fax Instructions _____

- Are you taking any Western courses in the same session? Yes No
- Have you registered at the host university before? Yes No
- Will successful completion of the requested course(s) make you eligible to graduate? Yes No

If yes, a transcript must be received by **May 15th** for Spring Convocation, by **October 1st** for Autumn Convocation, or by **February 1st** for In Absentia Convocation. Students granted permission to take the final course(s) of their program during a Fall/Winter Session may not graduate until the Autumn Convocation.

If a transcript is not received by November 1st, a grade of 'F' will be recorded.

It is the students' responsibility to order an official transcript to be sent directly from the host institution to:
The University of Western Ontario, (Student Central, Letter of Permission), Room 1120 WSS, London, Ontario, N6A 3K7

| | | | | |
|---------------------------------------|-------------|---------|-----------------|--------------------------|
| Current Program/Module | Faculty: | Degree: | Program/Module: | PYR: |
| Permission Requested to Attend | University: | | | During: Year: 20_____ |
| | | | | Spring/Summer |
| | | | | Fall/Winter |

Register in a maximum Western Course weight of _____ from the following approved courses:

| Host University Course Number/Title | Assumed Weight | | Princ (P) or Opt (O) | Exact Western Equivalent | Substitute for Western Course | Dept Approval | Course Level | | |
|-------------------------------------|----------------|------|----------------------|--------------------------|-------------------------------|---------------|--------------|--------|-----|
| | Full | Half | | | | | Yr1 | Senior | |
| | | | | | | | | Hon | Gen |
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Comments:

I have read and understand the conditions (listed on both the front and back of this form) under which a Letter of Permission is granted.

| | | | |
|-------------------------|--|------|--|
| Student Signature | | Date | |
| Dean's Office Signature | | Date | |

If a Letter of Permission is granted to a student still in progress, it must be provisional pending successful completion of the progression requirements for that session.

Course credit will be granted equal in value to the course weight assigned by the host institution. For the purpose of future registration, course content covered on a transfer of credit basis may serve as either pre- or anti-requisite, as determined by the Dean of the Faculty in which the student is registered.

The Letter of Permission is valid only for the session indicated. **If the selected course is dropped or the Letter of Permission is not used,** notification in writing and an official transcript or statement must be submitted immediately to the Office of the Registrar (Student Central, Letter of Permission), Room 1120 WSS, London, Ontario, N6A 3K7.

Any course attempted shall be counted within the maximum allowable course attempts. Grades will be counted within Western progression requirements.

For Letter of Permission courses, grades will be included in average calculations for progression and graduation in the same manner as Western courses. In order to accomplish this, **grades presented on the LOP transcripts as non-percentage or under a different grading scale than Western, will follow the normal conversion practices used by the Western Admissions Office.** When this occurs, failing grades presented as non-percentage will be converted to 'F' on the Western record and it will be included in averages as 40%.

The fee for a Letter of Permission will be added to your tuition account once billing begins for your Letter of Permission term. Please check your Detailed Statement of Account (available at www.student.uwo.ca) regularly and pay your fee by the due date listed. It is the students' responsibility to ensure that all fees are paid. Students who do not pay the fee by the due date listed will be subject to financial and academic penalties.

Revised: 08/19/16