

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.

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