

# 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](http://www.westerncalendar.uwo.ca)

<b>There is a non-refundable fee (including taxes) for issuing a Letter of Permission. See back of form for more information</b>			
Student Name			
Home Address		Student Number	
Postal Code		City/Province/Country	
Phone Number with area code		Business Phone Number with area code	
<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

<b>Current Program/Module</b>	Faculty:	Degree:	Program/Module:	PYR:
<b>Permission Requested to Attend</b>	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

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](http://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