

Letter of Permission Checklist

School of Kinesiology



Please complete the following checklist, and familiarize yourself with the additional information, before submitting your Request for Letter of Permission Form to the School of Health Studies Academic Counselling Office.

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)
- 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
- No retroactive LOPs will be accepted

ONLINE FORM: http://www.registrar.uwo.ca/course_enrollment/pdfs/letterOfPermission.pdf

REGISTRAR INFORMATION: http://www.registrar.uwo.ca/course_enrollment/letter_of_permission.html

I understand these conditions of the LOP:

Student Number: _____

Western Email: _____

Signature: _____