

# LETTER OF PERMISSION (LOP) CHECKLIST

Student Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

## About the Courses you take...

- You need to have **course equivalencies** done **prior** to Academic Advising Office approval.
- Courses will only be approved if it is relevant to your degree **AND** you are in Good Standing.
- If you have a **continuing scholarship** and take an LOP as part of your 5.0 you will lose your scholarship.
- You can take a maximum of 5.0 credits on an LOP or Exchange towards your Western degree.
- LOP courses taken are included within the **maximum permissible** academic load for that period.
- 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 requirement with an LOP.
- You **will not** be granted SPECIAL PERMISSION to enroll in courses that require an outstanding LOP as a prerequisite. (see deadlines section)

Yes, I understand and agree. Signature: \_\_\_\_\_

## Deadlines...

(It is your responsibility to ensure the official transcript is submitted to the Registrar's Office.)

- If using your LOP course as a prerequisite, official transcripts from LOP's must be received before ADD deadlines in each term. **NO LATE ADDS WILL BE GRANTED BASED ON LATE LOP MARK SUBMISSIONS.**
- Non-graduating students need to have official transcripts submitted by November 1 (unless adding a course that requires the LOP as a prerequisite).
- Graduating Students (SPRING): official transcripts from LOP's must be submitted to the Registrar's Office by MAY 15<sup>th</sup>.
- Graduating Students (FALL): official transcripts from LOP's must be submitted to the Registrar's Office by OCTOBER 1<sup>st</sup>.
- It can take up to 3 weeks to process your LOP: **be patient and plan ahead.**

Yes, I understand and agree. Signature: \_\_\_\_\_

## ONLINE LOP Courses: (only need to complete if you are taking a course online)

- Courses must be completed by **Dec 31** (if taken in first term), **April 30** (if taken in second term) and **August 31** for the summer term (**no extensions**)
- You are **not allowed** to take a course if it is also offered at Western during the same session
- **Cannot** drop courses using the Athabasca extended drop date - this will result in an F on your record
- You are only permitted to **repeat** Bio 2581B or 2483A or 2382B equivalencies at Athabasca or Trent (you cannot take those courses there for the first time)
- First attempt of Bio/Stats 2244A/B must be done at Western. Queens and McMaster are not allowed regardless

Yes, I understand and agree. Signature: \_\_\_\_\_