LETTER OF PERMISSION (LOP) CHECKLIST

Student Number: _________________________  Student Name: _________________________

About the Courses you take...

- You need to have course equivalencies done prior to Academic Counselling 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 15th.
- Graduating Students (FALL): official transcripts from LOP’s must be submitted to the Registrar’s Office by OCTOBER 1.
- 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 A term) April 30 (if taken in B term) August 31 for the summer term (no extensions)
- 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)

Yes, I understand and agree. Signature:_____________________________________

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