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)
➢ 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: ___________________________________________

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

Room 280, North Campus Building | Submit to help portal: https://help.sci.uwo.ca/servicedesk/customer/portal/3