

- 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 it is an approved Western equivalent or substitute
- You can take a maximum of 5.0 credits on a LOP or Exchange towards your Western degree
- 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
- Check the course you are taking is the **same weight** as the one offered at Western (0.5 vs 1.0)
- What **breadth** category will your LOP course meet (A,B,C)
- 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)
- Official transcripts from LOP's must be submitted to the Registrar's Office **by May 15** if you plan on graduating in the Spring
- Official transcripts from LOP's 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 ADD date if the course is a prerequisite
- You **cannot** meet/satisfy any essay requirements with a LOP course
- 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
- It can take **up to 3 weeks to process** your LOP once you submit it to the Academic Counselling Office: be patient, plan ahead.
- You may be contacted by your Academic Counsellor prior to approval if they have questions or concerns about your LOP
- Athabasca:**
 - 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)
 - BIOCHEM 2280A** equivalent from Athabasca **cannot** be used toward any BMSc or Biology module at Western
 - You are only permitted to repeat Bio 2581B or 2483A or 2382B equivalencies at Athabasca (you cannot take those courses there for the first time)
 - Cannot** drop courses using the Athabasca extended drop date - this will result in an F on your record

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 E-mail: _____

Signature: _____