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 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: __________________________________________________________________