

Letter of Permission (LOP) Checklist

What is a Letter of Permission?

An LOP is a document that enables a Huron undergraduate student to enroll in one or more specific courses at another university without having to apply for formal admission at the other institution. Upon completion, the courses are transferred to the student's academic record at Huron.

Important Information

- Courses will only be approved if they are relevant to your degree.
- You must have a cumulative average of at least 60% to be considered for an LOP.
- Visit the Academic Calendar website for additional information.

Steps to Obtain a Letter of Permission

1. Identify courses you would like to take on LOP and the Huron/Western course equivalents or substitutes. Confirm courses are the same weight (0.5 or 1.0).
2. Have the Chair of the department approve course equivalencies prior to seeking Academic Advising approval. Bring full detailed course outlines to the Chair for comparison with the Huron course. Proof of this approval should be forwarded to huronsss@uwo.ca with the subject line "LOP Equivalency Approvals".
3. Make an appointment with an Academic Advisor and bring a proof of the course equivalency approval. An LOP request form should be filled out with the advisor.
4. Take the LOP form to Student Central on main campus for processing. There is a nonrefundable fee associated with your LOP application that can be paid at Student Central.
5. It can take up to three weeks to process your LOP once you submit it so plan ahead.
6. After you have received notification that your LOP has been granted, contact the university where you wish to take the course and register for the course. You pay the fee for the course to the host university.
7. It is your responsibility to ensure that an official transcript for courses taken on an LOP is submitted to Huron Student Support Services. Once the course is completed, order a transcript and have it sent directly to Huron SSS, W45, 1349 Western Road, London ON, N6G 1H3. If you decide not to complete the course, you must provide an official letter from the host university indicating this.
8. Official transcripts from LOPs must be submitted by May 15 if you plan to graduate in Spring. If you plan to graduate in Fall, they must be submitted by October 1.
9. Non-graduating students need to submit official transcripts no later than November 1 or before ADD date, if the course is a prerequisite. If a transcript is not submitted, a grade of 'F' will be posted to the record.

I, _____, understand the conditions of the LOP.

Signature _____ Date _____

Student Number _____