

## Letter of Permission (LOP) Checklist

### What is a Letter of Permission (LOP)?

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.

### Eligibility

- Students must be registered at Huron in Year 2 or higher
- Students must be registered in a degree program (ie. not BA Undeclared)
- Students must have a cumulative average of at least 70%

### Important Information

- LOPs are intended for exceptional cases and approval is subject to the discretion of the Dean's Office.
- Courses will only be approved if they are pertinent to your degree.
- Courses that a student wants to repeat cannot be taken on LOP.
- Courses intended to complete essay requirement cannot be taken on LOP.
- Letters of permission are not approved retroactively; students must complete all steps in this process in order to obtain credit.

### Steps to Obtain a Letter of Permission

1. Connect with Academic Advising to determine eligibility to pursue a Letter of Permission. This can be done in person or via [huronsss@uwo.ca](mailto:huronsss@uwo.ca). Once eligibility is confirmed, you may progress to the next steps outlined in this document.
2. Contact the host university regarding application deadlines, fees, registration procedures, and add/drop deadlines for visiting students.
3. 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).
4. Have the Chair of the appropriate department approve course equivalencies. Bring full detailed course outlines to the Chair for comparison with the Huron/Western course. Proof of this approval should be forwarded to [huronsss@uwo.ca](mailto:huronsss@uwo.ca) with the subject line

“LOP Equivalency Approvals”. Alternatively, have the Chair sign under “Department Approval” on the Request for Letter of Permission form. Be aware that obtaining equivalency approvals from the Chair does not guarantee a student will be approved to take courses on LOP.

5. Submit the completed Request for Letter of Permission form to their Academic Advisor or make an appointment with their Academic Advisor and provide proof of the course equivalency approval. An LOP request form can be filled out with your Academic Advisor.
6. Take the LOP form to Student Central on main campus for processing. There is a non-refundable fee associated with your LOP application that can be paid at Student Central.
7. Plan ahead as it can take up to three weeks to process your LOP once you submit it.
8. 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.
9. 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.
10. 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.
11. 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: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_