

Application for Letter of Permission

REGULATIONS AND PROCEDURES

Eligible for a Letter of Permission?

- Have you completed a **minimum of 18 credit hours at the University of Winnipeg**. This also applies to Transfer Students.
- You are a **Regular** status student with a **GPA of at least 2.0 (C)**. (Students on Mature, Conditional, Probation or Concurrent status are not eligible for a Letter of Permission.)
- You are pursuing a degree or pre-professional program **at the University of Winnipeg** and are requesting permission to take courses **acceptable for credit in a U of W degree program**.

Letters of Permission will not be issued:

- If there is a HOLD on your student record, the HOLD must be cleared before the Letter of Permission will be processed.
- If courses listed on the letter of permission form are offered at the University of Winnipeg. Students may receive an LOP if they submit a valid written explanation as to why they are registering for these courses at another institution (i.e. Valid reasons may be: course not offered at U of W, course scheduling conflicts, work/family obligations etc.)
- To Students who have not registered in courses at the University of Winnipeg for one or more years. These students must complete an Application for Continuance form before the Application for Letter of Permission will be processed.

How many courses may be taken on a Letter of Permission?

- Students are permitted to complete a maximum of 30 credit hours of course work on Letters of Permission for degree credit.
- Students may not exceed the maximum course load permitted per session as stated in the Course Calendar (Registration - Regulations Pertaining to Registration). Written permission must be obtained from an Academic Advisor for a course overload.

General Procedures:

- University of Winnipeg students who want to take courses at other recognized universities or accredited colleges for transfer of credit to an Arts, Science, Business or Education degree programs, must apply at the Admissions Office for a **Letter of Permission (LOP)**. Letters of Permission must be obtained prior to a student's registering for courses at another institution.
- Letter of Permission Applications should be submitted as early as possible. We require a minimum of ten (10) working days to process LOP's for institutions within Manitoba and fifteen (15) working days for institutions outside Manitoba.
- Written permission from the appropriate department chairperson is required for courses listed which are to be used for your MAJOR or HONOURS program. (i.e. Signature on LOP form)
- Detailed **course outlines** must be submitted for **all courses** to be taken on Letter of Permission at colleges or universities outside Manitoba. (Course outlines maybe requested for courses taken at Manitoba institutions if no transfer equivalency was previously determined.) The student must also provide the following information: a key to course numbering (i.e., number of credit hours, course level (1st year, 2nd year, etc.), Lab hours.

- **Completed Letters of Permission – Picked Up** - students are not contacted; student must return to the Admissions counter to pick up the Letters of Permission (two copies - one envelope – Students copy and Institutions copy) - processing time approximately 10 working days. Student ID must be presented when picking up Letters of Permission. **Mailed** – Letters of Permission are mailed to the Institution and to the Student, **Fax/Mailed** –Letters of Permission are faxed to the Institution only. After faxing the Letters of Permission are mailed – to the Institution and to the student.
- Students must also for admission. apply to the other institution(s) as Visiting Students, filing the Letter of Permission with their application

Important information students should know:

- All students who **Do Not** have the required **prerequisite course(s) ALREADY COMPLETED** must obtain written permission from the appropriate department Chairperson at the University of Winnipeg and/or written permission of the department Chairperson of the Host Institution.
- The appropriate fee must accompany each application. **Fees for Letters of Permission are non-refundable.**
- **A separate application is required for each session and institution (i.e. Fall, Winter or Spring)** regardless of the number of courses being considered. **The Session is determined by the Start Date of the course(s).**
- Students are reminded that in order to qualify for graduation, **a minimum 2.0 GPA (C average) must be attained on all courses taken at the University of Winnipeg. Courses taken on a letter of permission cannot be used to fulfil the University of Winnipeg major or degree residency requirements.** Students are cautioned to check the current Calendar for the residence and degree requirements of the degree program in which they are enrolled.
- Students must notify the Admissions office **IN WRITING** if they did not register or if they have withdrawn from the courses approved for transfer of credit. **Failure to do so will result in an “F” grade. The letter must indicate the student’s current address, the institution, the course(s) which the student has withdrawn from or did not register in, and the student’s signature.**
- It is the student’s responsibility to ensure that an **Official Transcript** is forwarded to the Admissions Office indicating **all final grades** attained in the course(s) taken on a Letter of Permission. **Failure to do so will result in an “F” grade.**
- **The Official Transcript of Grades for courses taken on LOP are due:**
Fall term LOP (Sept – Dec): January 31st
Winter term LOP (Jan - April): June 30th
Spring term LOP (May – Aug): September 30th
- The University of Winnipeg reserves the right to deny any subsequent requests for letters of permission if an official transcript is not received for courses taken on previous letters of permission.
- Students, who enroll in a course at another institution in their final year of a degree program, should be aware that it might not be possible to obtain official transcripts in time for convocation. Graduating students taking degree credit courses on Letter of Permission should bear in mind that graduation requirements dependant upon the official transcripts may not arrive by the deadline indicated on the application to graduate.