

Letter of Permission

Approving Authority: Senate

Responsible Committee: Senate Committee on Academic Policy

Related Procedures: *

Officer(s) Responsible for Procedures: *

Related Policies: *

Effective Date: March 2020

Supersedes: *

LETTER OF PERMISSION: TRANSFER OF CREDIT TO WESTERN

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

Students apply to the Dean of their Faculty for a Letter of Permission to take courses at another university.* Approval shall be at the discretion of the Dean, who shall base the decision on the applicant's overall academic record, the appropriateness of the particular course to the applicant's program at Western University, and on any other factors he/she may deem relevant. For substitution of required, principal or prerequisite courses, the following authorization, the

University concerned a Letter of Permission that is
on of progression requirements.

* A non-refundable fee is charged for Letters of Permission.

Students granted permission to take the final course(s) of their program during a **Fall/Winter Session** may not graduate until the next Autumn Convocation, unless marks, in the form of an official transcript, are received by the Registrar's Office by May 15. Students who receive permission to take the final course(s) of their program during a **Spring/Summer Session**, must submit an official transcript to the Registrar's Office by October 1; otherwise, their graduation may be postponed until the next Spring Convocation.

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