

## **Letter of Permission**

### **What is a Letter of Permission?**

A **Letter of Permission** (LOP) is formal authorization for a student to take a course at another postsecondary institution for credit towards their St. Mary's University degree.

### **Important Facts about Letters of Permission**

1. Students must currently be pursuing a St. Mary's University degree and must be in **good academic standing** with a grade point average (gpa) of 2.5 or higher in order to be considered for a Letter of Permission.
2. Letters of Permission are **not** granted in a student's final term.
3. The course to be taken may not be a duplication of material already covered.
4. Equivalent courses offered at St. Mary's University may not be considered for a Letter of Permission.
5. Credit will be granted for a course successfully completed with an equivalent grade of C- or above as indicated on the transcript.
6. Transfer credit **has no numeric value and will not be included in grade point average calculations.**
7. Students are expected to complete the approved course during the term specified in the letter. Any extensions and/or changes to a Letter of Permission will require permission from the Registrar.
8. Courses being taken at another post-secondary institution will be included in the maximum allowable credits (15 in Fall and Winter terms and 6 credits in Spring and Summer terms at St. Mary's University).
9. The number of courses that may be completed elsewhere is limited by the number of transfer credits permitted toward a current program.

### **A Letter of Permission does not:**

1. Ensure admission to another post-secondary institution.
2. Ensure prerequisites, required by another post-secondary institution, have been previously completed.

### **To Request a Letter of Permission**

1. Meet with an Academic Advisor to determine if the desired course fits into your degree plan.
2. Complete the LOP Form and attach the course description. Note: In some cases a Course Syllabus will be required to determine course content.
3. Enrolment Services will submit the letter of permission to the visiting institution.
4. Upon completion of the course, the student must request an official transcript be forwarded from the visiting institution to St. Mary's University if the institution is not a participating member of ApplyAlberta.

***See Academic Advising for Letter of Permission Form***