



## LETTER OF PERMISSION PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Associate Vice-President, Marketing, Enrolment Management  
& Registrar

Reference Code: A57 V1

Effective Date: 3/18/2015

### PROCEDURE STATEMENT:

A Letter of Permission (LOP) allows a student to take courses at another recognized post-secondary institution that may be considered for credit towards their program at Conestoga, subject to faculty/program approval and regulations.

Note: Students at other institutions intending to register for courses at Conestoga must initiate the process through their "home" institution's Registrar's Office and subsequently follow the *Request to Register in a Conestoga Degree Course*. Class enrolment is always subject to space availability in the course requested and the meeting of prerequisite course(s) or equivalencies.

### SCOPE

This procedure applies to students registered in Conestoga undergraduate degree programs who wish to register for course(s) at another recognized postsecondary institution in order to obtain credit. Courses taken without approval may not be assigned Transfer Credit.

### DEFINITIONS:

#### **Academic Team**

Includes heads of schools, program heads, program coordinators and faculty members who are responsible for academic content.

#### **Equivalent Learning**

The learning outcomes in one course or a combination of courses are comparable if; 80% or greater of the course outcomes of the Conestoga course are covered and the credits are equivalent to or greater than the Conestoga course. Evaluation and assessment criteria may

also be considered.

### **Official Transcript**

An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

### **Transfer Credit**

Granted in situations when a student has already earned academic credit at Conestoga or at another recognized post-secondary educational institution which is equivalent to the learning requirements for a specific course taught at Conestoga.

## **RESPONSIBILITIES**

### **Academic team:**

- Consults with the applicant regarding the request for a Letter of Permission, validating the host institution and the course/s and makes a recommendation to accept/not accept using the Letter of Permission.
- Submits the recommendation and all documentation to the Program Chair.
- Follows up with applicant regarding any open or incomplete files.

### **Student:**

- Be aware of and adhere to deadlines imposed by the host institution and Conestoga.
- Ensure that he/she meets the registration/admission requirements of the host institution.
- Completes and submits a Letter of Permission Application Request Form with appropriate course outline/syllabus to the Credit Transfer Officer.
- Upon approval, formally registers before attending classes at the host institution.
- Upon completion of the course, submits an official transcript directly to Records Officer in the Registrar's Office.

### **Credit Transfer Officer:**

- Ensures documentation is recorded for a Letter of Permission Application Request Form.
- Informs the Academic Team responsible for the related program or the School of Liberal Studies of the request for a Letter of Permission.
- Communicates information to the student.
- Forwards the official transcripts to the Records Officer for entry into the system.

### **Program Chair**

- Approves the recommendation and signs off on the Letter of Permission.
- Ensures Letter of Permission form and documentation is forwarded to the Credit Transfer Officer.

### **Records Officer**

- Records information on the student record following approved protocols, processes and procedures.
- Informs Academic Team of any open or incomplete files beyond expected completion dates.

## **PROCEDURE**

A student applying for a Letter of Permission (LOP) must submit application at least 30 days prior to the start of the term.

1. A student must complete the Letter of Permission Application Form and submit to the Credit Transfer officer PRIOR to applying for admission/registration to the host institution.
  - a. Course outline, description and syllabus for the course from the host institution are required with application.
2. The Credit Transfer Officer will:
  - a. If the course equivalency has been previously approved, record the request and generate the letter for signature by the Associate Registrar.
  - b. If the course has not been previously approved for equivalency, record the request and forward to the appropriate Academic Team for review.
    - i. The Academic Team will review the request along with the course information to ensure equivalency standards are met and submit for approval to the Program Chair.
3. The Program Chair will review the recommendation and approve/deny the Letter of Permission and return all documentation to the Credit Transfer Officer.
4. The Credit Transfer Officer will:
  - a. Record official/non-official equivalencies on the appropriate database.
  - b. If denied, communicate the decision to the student.
  - c. If approved, generate the letter for Associate Registrar signature and communicate to the student.
  - d. Forward documentation to the Records Officer.
5. The student must request to have an official transcript sent directly from the host institution to the Credit Transfer Officer within four weeks of the course end.
  - a. Should the transfer credit be required for a Conestoga course in the semester immediately following, the coordinator, in consultation with the student, will inform the Records Officer to 'force enrol' the student into the appropriate course.
    - i. If an official transcript is not received and verified by the course withdrawal date, the student will be withdrawn from the Conestoga course and no credit granted.
6. The Records Officer records a grade of TC for successful course(s) for which a Letter of Permission has been approved on the student record.
  - a. The course(s) will be recognized for credit and count towards program completion requirements.
  - b. Transfer Credits are not calculated in the GPA.

**REFERENCES:**

Conestoga Academic Dates  
Credit Transfer Policy  
Credit Transfer Procedure  
Letter of Permission Request Form  
PEQAB Handbook for Ontario Colleges 2010  
Readmission Procedure  
Request to Register in a Conestoga Degree Course

**REVISION LOG:**

January 21, 2015	Academic Forum - Approved
February 13, 2015	Policy and Procedure Committee – Approved
March 18, 2015	Academic Coordinating Committee - Approved