



## Letter of Permission – Academic Calendar section 5.4

Please read this information carefully. The letter of permission policies and procedures has changed.

Students wishing to take a course at another institution must in advance apply for and receive a Letter of Permission (LOP) from UOIT. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at UOIT and are applicable to the student's program of study.

**UOIT students must be approved for a letter of permission before taking a course elsewhere. Failure to do so will result in the credit not being transferred.**

The minimum mark a student must achieve to have the course transferred is 60 per cent. The letter of permission credit(s) will be indicated by a 'T' on the student's transcript and will not be used in the GPA calculation.

**The letter of permission is granted on the approval of the dean in consultation with the Registrar's office.**

### Eligibility Requirements

The following eligibility requirements must be satisfied:

- :: Clear academic standing in core program courses;
- :: Successful completion of nine UOIT credit hours prior to request; and
- :: Must have the necessary UOIT prerequisite course(s).

### Restrictions

In addition to meeting the eligibility requirements stated above the following restrictions apply:

- :: A maximum of 30 faculty-approved credit hours may be completed by letter of permission;
- :: Challenge for credit courses will not be considered;
- :: The host institution must offer university-level courses and be accredited by a recognized governing body
- :: Combination of transfer credit(s) and letter(s) of permission cannot exceed residency requirement, see section 5.16; and
- :: It is not recommended for a student to take a course on letter of permission in their final semester as it may affect graduation eligibility.