LETTER OF PERMISSION (LOP) CHECKLIST

- You need to have course equivalencies done prior to Academic Counselling Office approval.
- Courses will only be approved if it is relevant to your degree (must be used in your module(s)).
- If you have a continuing scholarship and take an LOP as part of your 5.0 you will lose your scholarship.
- You can take a maximum of 5.0 credits on a LOP or Exchange towards your Western degree
- Only 7.0 first year courses will be counted toward your degree.
- LOP courses taken during a Spring/Summer Session are included within the maximum permissible academic load for the period, May to August
- Check the course you are taking is the same weight as the one offered at Western (0.5 vs 1.0)
- If the course you are replacing at Western has a lab component you need to have a lab component course for LOP (i.e. first year Physics, Chemistry)
- Official transcripts from LOP’s must be submitted to the Registrar’s Office by May 15 if you plan on graduating in the Spring
- Official transcripts from LOP’s must be submitted to the Registrar’s Office by October 1 if you plan on graduating in the Fall
- Non-graduating students need to have official transcripts to the Registrar’s Office no later than November 1, or before ADD date if the course is a prerequisite
- You cannot meet/satisfy any essay requirements with a LOP course
- There is a non-refundable fee associated with your LOP application
- It is your responsibility to ensure that an official transcript for courses taken on a LOP is submitted to Western’s Registrar’s Office
- If you decide not to take the course you need to notify Academic Counselling immediately and you may need to provide an official letter from the host institution.
- It can take up to 3 weeks to process your LOP once you submit it to the Academic Counselling Office: be patient, plan ahead.
- Athabasca:
  - Athabasca courses must be completed by Dec 31 (if taken in A term) April 30 (if taken in B term) August 31 for the summer term (no extensions)
  - BIOCHEM 2280A equivalent from Athabasca cannot be used toward any BMSc or Biology module at Western
  - You are only permitted to repeat Bio 2581B or 2483A or 2382B equivalencies at Athabasca (you cannot take those courses there for the first time)
  - Cannot drop courses using the Athabasca extended drop date - this will result in an F on your record

ONLINE FORM: http://www.registrar.uwo.ca/course_enrollment/pdfs/letterOfPermission.pdf
REGISTRAR INFORMATION: http://www.registrar.uwo.ca/course_enrollment/letter_of_permission.html

I understand these conditions of the LOP:
Student Number:________________________________________________
WESTERN E-mail:________________________________________________
Signature:________________________________________________________