

Letter of Permission

All students considering requesting a Letter of Permission should consult an academic advisor.

If you plan to complete courses outside of College of the Rockies (COTR) and want to transfer those credits back to your COTR degree, please request a Letter of Permission (LOP) from COTR **before** registering at another institution.

A LOP may be granted to students who are in good academic standing, have met all their progression and admission requirements and have fewer than 90 credits.

REGULATIONS

1. A Letter of Permission (LOP) will be issued only in advance of study taken.
2. A LOP ensures that courses successfully completed at another institution will be considered for transfer credit to College of the Rockies to be used toward the student's degree program.
3. Students are eligible for a LOP if they are not on academic probation or in arrears on account with the College.
4. Students requesting a LOP for duplicate courses should consult their academic advisor about implications for GPA calculations. Coursework taken on a LOP is considered to be transfer credit, and is therefore subject to all policies and practices related to transfer credit.

INSTRUCTIONS

1. Before submitting the Letter of Permission form, please check that the course(s) you would like to take meets the requirements of the program in which you are now enrolled. If you are unsure, please check with an academic advisor.
2. Complete all sections on the form. Use the course numbers and titles that the host institution uses.
3. Courses listed in the BC Transfer Guide (www.bctransferguide.ca) do not require course information. Detailed course outlines or syllabi from institutions that are out of province or from another college/university must accompany this form, as a calendar description may not be sufficient to determine course equivalency.
4. Submit the completed form.
5. It normally takes up to three weeks to process a LOP; however, during certain times of the year, this process may take longer.
6. If a Letter of Permission is granted from your home institution, it will be sent directly to the host university. You will not be charged a fee for this service. A copy will be sent to your email and placed in your student file.
7. The host institution will let you know that you have been admitted. You may not have to pay the application fee.
8. If you have questions about the LOP, please contact an academic advisor at your home institution.
9. If you have questions about your admission, course registrations, or course fees, please contact the host college/university.
10. To receive credit for courses taken at another institution the student must arrange for Enrolment Services at the College to receive an official transcript from the host institution upon successful completion of the courses undertaken.
11. You will receive email notification when transfer credit has been added to your academic record.

DECLARATION

Freedom of Information/Protection of Privacy

The College of the Rockies complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on this form is used in the normal course of College operations in accordance with this legislation.

Please read the following before signing:

I declare that the information contained in this form is to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations of the College.

DEFINITIONS

'Visiting or Host Institution':

An institution where you would like to take one or more courses and have them transferred to your home institution

'Home Institution':

Where you are enrolled as a student

Letter of Permission

State the program you intend on applying this credit to: _____

VISITING or HOST INSTITUTION MAILING ADDRESS and FAX NUMBER:

AUTHORIZATION TO COMPLETE STUDIES AT ANOTHER INSTITUTION:

YOUR NAME: _____ **COTR STUDENT NO:** _____

DAYTIME PHONE: _____

MAILING ADDRESS: _____ **FAX:** _____

 _____ **EMAIL:** _____

REASONS FOR TAKING THE ABOVE COURSES AT ANOTHER INSTITUTION:

- Valid academic reason (you must outline your reasons)

- Residing in another province or remote location (indicate location) _____
- Other: _____

Your Signature: _____ Date: _____

COURSES TO BE TAKEN

Attached course outlines for any courses not shown in the BC Transfer Guide or at an institution outside of BC
 (Maximum 5 courses per Letter of Permission)

COURSE ABBREVIATION	COURSE #	COURSE NAME	CREDITS

I have spoken to one of the following:

- Program Coordinator
- Education Advisor
- Department Head

Coordinator, or Advisor or Head's Name: _____ Signature: _____

FOR OFFICE OF THE REGISTRAR USE ONLY

The above student is in good standing in a program and has permission to take the course(s) listed above as a Visiting Student on this Letter of Permission at:

_____ during the term _____ Month _____ Year _____

Date Received _____ Initials: _____

Valid academic reason:

A course in a discipline is not offered at the College, or the course is not offered during a time that suits the student's schedule taking a course in another province if the student is living there at the time. While an approved LOP guarantees that the transfer credit will count toward the overall credit requirement, it does not guarantee that the transfer credit will meet a specific program requirement.