

## Letter of Permission

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

If you plan to complete courses outside of College of the Rockies (the College) and want to transfer those credits back to the College, please request a LOP from the College of the Rockies **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 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 the College to be used toward the student's program of study.
3. Students are eligible for a LOP if they are in good academic standing and do not have any outstanding fees on their account.
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 LOP 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 visiting institution uses.
3. Courses listed in the BC Transfer Guide ([www.bctransferguide.ca](http://www.bctransferguide.ca)) and Transfer Alberta ([www.transferralberta.alberta.ca](http://www.transferralberta.alberta.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 is not sufficient to determine course equivalency.
4. The completed form must be submitted and signed by either a Program Coordinator, Education Advisor or Department Head. The form must then be directed to the Registrar at [registrar@cotr.bc.ca](mailto:registrar@cotr.bc.ca).
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 LOP is granted by the College, it will be sent directly to the visiting institution. You will not be charged a fee for this service. A copy will be sent to your college email address and placed in your student file.
7. It is your responsibility to contact the visiting institution to register. Please contact the visiting institution with any questions about your admission, course registrations or course fees.
8. The visiting institution will let you know that you have been admitted. You may not have to pay the application fee.
9. If you have questions about the LOP, please contact an academic advisor at the College.
10. To receive credit for the course(s) taken at another institution, you must have an official transcript sent to the Enrolment Services office ([reghelp@cotr.bc.ca](mailto:reghelp@cotr.bc.ca)) at the College of the Rockies, along with an [Application for Transfer Credit](#) form, upon successful completion of the course(s).
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 of the Rockies.

### DEFINITIONS

**'Visiting Institution':** An institution (College or University) where you would like to take one or more courses and have them transferred to the College of the Rockies.

# Letter of Permission

State the program you intend on applying this transfer credit to: \_\_\_\_\_

## VISITING INSTITUTION MAILING ADDRESS:

\_\_\_\_\_  
 \_\_\_\_\_

## AUTHORIZATION TO COMPLETE STUDIES AT ANOTHER INSTITUTION:

YOUR NAME:

COTR STUDENT NO:

\_\_\_\_\_

DAYTIME PHONE:

MAILING ADDRESS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMAIL:

\_\_\_\_\_  
 \_\_\_\_\_

## REASONS FOR TAKING THE ABOVE COURSE(S) AT ANOTHER INSTITUTION:

- ☐ Valid academic reason\* (you must outline your reasons) \_\_\_\_\_
- ☐ Residing in another province or remote location (indicate location) \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## COURSE(S) TO BE TAKEN

Attach course outlines for any courses not shown in the BC Transfer Guide, Transfer Alberta or at an institution outside of BC and AB.

(Maximum 5 courses per Letter of Permission)

VISITING INSTITUTION COURSE ABBREVIATION AND NUMBER	VISITING INSTITUTION COURSE NAME	VISITING INSTITUTION CREDITS	COTR COURSE ABBREVIATION AND NUMBER	COTR COURSE NAME	COTR CREDITS

I have spoken to one of the following:

Program Coordinator, Education Advisor or Department 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 LOP at:

\_\_\_\_\_ during the term \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Date Received \_\_\_\_\_

Initials: \_\_\_\_\_

## \*Valid academic reason:

A course in a discipline that is not offered at the College of the Rockies, or the course is not offered during a time that suits the student's schedule. 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.