Brock University

Office of the Registrar
500 Glenridge Ave.
St. Catharines ON L2S 3A1
T: 905.688.5550 F: 905-988-5488
www.brocku.ca/registrar

Letter of Permission

Application Form

NOTE: *Please ensure that the form is entirely filled out. Incomplete forms will not be processed.*

Brock Student ID Number | ____ | ____ | ____ | ____ | ____ | ____ | ____ |

STUDENT INFORMATION

1) Fill out this form and bring to appropriate Brock department (see *Course Information*, below) for approval.
2) Return department-approved form to the Office of the Registrar for processing. **You must have this form approved by the Office of the Registrar before registration at host institution to receive Brock credit for LOP course(s).**

Name

Street

City Postal Code

Province Telephone | | | |-| | | |-| | | | |

Email

Degree or certificate sought: Majors:

GENERAL LETTER OF PERMISSION (LOP) REGULATIONS:

- Application fee: $45 per session
- Allow a minimum of 10 working days to process
- Application will not be processed without payment or applicable authorization
- See second page of this application for additional instructions.

Personal student information is available on-line at *www.brocku.ca/registrar*, under "Student Self-Service."

Accumulated/Earned Brock Credits to date (TRANSFER CREDITS EXCLUDED):

Overall Average:

HOST INSTITUTION INFORMATION

I request permission to attend:

Host Institution:

College/campus (if applicable)

Is this a correspondence or distance education course? ☐ Yes ☐ No

Institution Address:

Address Line 2

Postal Code Province/Country

COURSE INFORMATION

A photocopy of the course descriptions must accompany this application. Departmental approval **must** be completed by the Brock department offering the equivalent or the subject most similar to the desired course(s). (Note that this does not apply to ADED students or students on exchange.) **Incomplete applications cannot be processed.**

Host Course Number and Title	Credit Value	Course Start Date	Course End Date	Department Approval
1.				
2.				
3.				
4.				
5.				

If you require examination proctoring services for your exam please contact the Scheduling unit, Office of the Registrar at schedule@brocku.ca. Fee is $80 per exam.

I have read the rules pertaining to the issuing of a Letter of Permission as outlined on the second page of this application.

Signature:_____ **Date:** _____

PAYMENT INFORMATION

Method of Payment ☐ **Cash** ☐ **Cheque** ☐ **Debit Card** ☐ **VISA** ☐ **MasterCard**

Credit Card No. | | | | | | | | | | | | | | | | **Expiry Date (MM/YY)** | | | | |

Signature of Card Holder: **Date** (MM/DD/YY):

REGULATIONS PERTAINING TO AN APPLICATION FOR A LETTER OF PERMISSION

In order to facilitate the Letter of Permission application process, it is recommended that you submit your application no later than August 1 for Fall Term courses and December 1 for Winter Term courses. Please be advised that because of the heavy volume of applications submitted for Spring/Summer courses, it is to your advantage to apply as early as possible to avoid missing the host institution's registration deadline for these sessions.

Courses taken on a Letter of Permission or on Exchange Programs will be marked as *Pass* or *Fail* and will not be used in determining any student average. The course taken and grade assigned by the host university will, however, appear as a notation on a student's transcript. Courses taken within a designated partnership program with Brock (Freiberg, Summer Studies in Italy) will be used in the determination of a student's average.

1. A Letter of Permission (LOP) must be requested ***prior*** to the student enrolling at another institution. Courses taken without a Letter of Permission will not normally be assigned transfer credit.

2. A non-refundable fee of $45.00 is charged for each application for a LOP. This must be paid at the time of application and is submitted to the Office of the Registrar. Revisions to the application are charged a $15.00 processing fee. There is a fee to fax the LOP.

3. Brock credit will not be granted to students who Challenge for Credit, on Letter of Permission, at the host institution.

Note: LOPs are sent to Ontario universities via the Inter-University Transit System (IUTS) and normally take two days for delivery. Other LOPs are sent via Canada Post.

4. This application must be submitted to the Office of the Registrar together with the fee and a photocopy of the course description(s) from the Calendar of the host institution.

5. Please ensure that the campus or college of the host institution is included (if applicable); applications not including this information will be sent to the Admissions Office of the host institution.

6. A LOP will be issued provided the following conditions are satisfied:
   - the course is relevant to a degree program
   - the course is approved for a Brock equivalent
   - the student has completed a minimum of five credits at Brock** and has a minimum overall average of 60 percent** (Not applicable to ADED applicants.)
   - applicant may only take a maximum of 5.0 credits on a Letter of Permission towards a Brock degree

7. It is the student's responsibility to submit this application well in advance of any deadline imposed by the host institution. (See note above.)

8. Students who do not register in or withdraw from approved LOP courses, must request that the host institution submit written verification of this fact or a failing grade (00F) will be assigned.

9. Students must arrange to have an official transcript sent directly from the host institution to Brock's Office of the Registrar. This must be done within eight weeks of the course end date submitted to Brock University or a failing grade (00F) will be assigned.

10. Normally, only two of the last five credits needed to satisfy degree requirements may be taken on LOP. (Not applicable to ADED and exchange program students.) Exemption to this regulation may be granted by the Dean of the student's faculty. A statement including specific and reasonable grounds for exemption must be submitted to your Dean.

11. Students completing the last credit(s) for their degree on a LOP, must have their **official** transcript, from the host institution, sent to the Office of the Registrar prior to **May 15** for Spring Convocation and prior to **September 15** for Fall Convocation. Students not meeting these deadlines will not be eligible to graduate and must reapply for the next Convocation ceremony.

** Student-specific information (including accumulated credits and overall average) is available to every Brock student through the on-line registration system, at *www.brocku.ca/registrar*, by clicking on "Student Self-Service."

Protection of Privacy
Brock University gathers and maintains information used for the purpose of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario. In signing an application for admission, you should know that the information you provide and any other information placed into your student record, will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990,c F31). The information on this form is collected under the authority of The Brock University Act, 1964 and is needed to verify qualifications and decide your eligibility for admission. Upon admission and registration this information will form part of your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of your personal information by the University, please contact the Director of Admissions, Brock University, St. Catharines, Ontario, L2S 3A1, (905) 688-5550.