

LETTER OF PERMISSION FORM

A student currently registered at CBU will not receive credit for courses taken elsewhere unless prior permission has been granted. It is the responsibility of the student to make arrangements to have an official transcript forwarded to CBU upon completion of courses. Please note that the signature of the Dean and Registrar are required to receive credit for courses taken at another institution. Once approved, this form will be provided to the host institution, as well as a copy to the student.

Student Name: _____ Student ID: _____

Program: _____

Address Line 1: _____ Address Line 2: _____

City, Province: _____ Postal Code: _____

Email: _____

Name of the post-secondary institution where you intend to register: _____

Academic Semester: _____ Do you expect to graduate this year? YES NO

**A Letter of Permission is only valid for the selected semester. Spring/Summer or Fall/Winter*
If course is not taken during that semester a new form must be submitted.*

OTHER INSTITUTION COURSE CODE	OTHER INSTITUTION COURSE TITLE	SEMESTER OF COURSE	COURSE START / END DATES	CBU COURSE EQUIVALENT	EQUIVALENCY APPROVAL
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COURSE EXAMPLE

Signature of Student

Signature of Program Dean or Designate*

Signature of Registrar or Designate

Date:

Date:

Date:

Permission is granted for transfer credit for the courses listed above once form is fully signed

Upon approval this form will be provided to the host institution, as well as a copy to the student. Student is responsible for providing the email address for the host institution.

* Program Dean or Designate refers to the Dean of the program that the student is registered in, not that the course belongs to.

The Registrar's Office has final approval over a Letter of Permission, as multiple additional factors (holds, course availability, program requirements, etc.) are reviewed before final approval is given.

Letters of Permission may be revoked if restrictions, academic or financial, are applied to a student account prior to the academic term the LOP was approved.

FOR INTERNAL USE ONLY

Notes:

PERC code added by: _____ (initials)

Date: _____

Transcript received by Student: _____ (initials)

Date: _____

Credits Awarded and Student/Dean Notified: _____ (initials)

Date: _____

Letter of Permission Processing Order

1. Student will fill out the entire student section of form besides "CBU Course Equivalent" line
2. Student will send the form to transfer_credits@cbu.ca
3. Potential equivalencies will then be reviewed
4. Form is sent to Dean for program review and potential approval signature
5. Form is sent back to transfer_credits@cbu.ca for Registrar approval signature
6. Student is notified of approval