



LETTER OF PERMISSION ELIGIBILITY AND PROCEDURES

A Letter of Permission allows students to take one or more course at another university as a Visiting Student, and transfer the credit(s) towards their degree at Brescia University College. An Academic Advisor will approve the Letter of Permission before sending the appropriate forms to the Office of the Registrar (main campus).

ELIGIBILITY

- Students must be in good academic standing. Students on Academic Probation or Dean's Waiver are not eligible for Letter of Permission courses.
- Students must be registered in Year 2 or higher at Brescia University College.
 - Completed a minimum of 3.5 courses
 - If a student is in Year 1 they may be permitted to take a Letter of Permission course provided their mid-year grades are verified.
- Students must be registered in a degree program (i.e. not BA Undeclared)
 - Exceptions will only be accepted upon recommendation and consultation with one of the Academic Advisors at Brescia University College.
- Students completing courses on a Letter of Permission must ensure that they are still meeting Brescia residency requirements for graduation.

NUMBER OF COURSES PERMITTED

- Students may be given permission to take a maximum of 5.0 courses during their university career through a Letter of Permission. This is dependent on the student's overall average and number of courses required to complete her degree and program requirements.
- The 2.0 Essay Courses required for graduation must be completed at Brescia University College, Western University, or one of the affiliates. Permission will not be granted to complete this requirement through a Letter of Permission course.

TRANSFER STUDENTS

- Transfer students who have received transfer credit upon admission may be limited in the number of courses they take on a Letter of Permission
 - Transfer students are encouraged to seek advice from an Academic Advisor to determine eligibility for a Letter of Permission course
 - All requests for core module courses taken on a Letter of Permission are at the discretion of the department.
 - Students with 10.0 transfer credits will not be permitted to take additional courses on a Letter of Permission

PROCESS

Please allow a minimum of three weeks for processing a Letter of Permission

- Contact the host university regarding application deadlines, fees, registration procedures and add/drop deadlines for visiting students.
- Obtain a Letter of Permission Request Form and Letter of Permission Assessment Form from the Registrar's Office at Brescia (or online)
- Submit course outlines and the following Letter of Permission Assessment form to the appropriate department for approval. (E.g. Chemistry courses would be assessed by the Department of Chemistry on main campus.
- Once the Letter of Permission Assessment Form has been completed, students must fill in all areas of the Letter of Permission Request Form except for "Exact UWO Equivalent", "Substitute for UWO Course", and "Department Approval"
- Submit both forms to an Academic Advisor at Brescia University College. The Advisor will confirm through email when the Letter of Permission form is available for pick-up
- Students must then take the completed Letter of Permission form to Student Central at main campus – WSSB 1120. Students will also need to make payment for Letter of Permission processing at this time.
- Once the course is completed, it is the student's responsibility to ensure that an official transcript is sent to:
 - Attention: Academic Advisor
Brescia University College
1285 Western Road
London, ON
N6G 1H2

LETTER OF PERMISSION COURSE CHANGES

- If a student decides to enroll in an alternative course than on the original Letter of Permission Request Form, they must contact an Academic Advisor for a REVISED Letter of Permission.
- If a student does not attend or withdraws from the Host University, they must submit a transcript or statement letter to an Academic Advisor at Brescia University College stating so. Failure to properly notify changes will result in a grade of "F" for the original Letter of Permission course.

Questions? Contact us!

Email: brescia@uwo.ca

Phone: (519) 858-5151