



Office of the Registrar  
 Niagara Region  
 1812 Sir Isaac Brock Way  
 St. Catharines, Ontario  
 L2S 3A1

## Letter of Permission Application Form

### STUDENT INFORMATION

Name:	Brock Student ID Number:  _ _ _ _ _ _ _ _ _ _
Brock Email: @brocku.ca	Phone Number:  _ _ _ _ - _ _ _ _ - _ _ _ _ _
<input type="checkbox"/> Fall/Winter Session	<input type="checkbox"/> Spring Session
<input type="checkbox"/> Summer Session	

### FORM DETAILS

- This form is intended for students that wish to take courses at another institution for credit at Brock University.
- The non-refundable application fee per session for a Letter of Permission is \$55.
- Please allow 10 to 15 business days for requests to be processed.
- Inquiries may be sent to [records@brocku.ca](mailto:records@brocku.ca).
- Departmental/Centre approval **must** be completed by the Brock department/centre offering the equivalent, or the subject most similar to the desired course(s) prior to submitting this form.
- One application is required for each session (i.e. Fall/Winter, Spring, Summer)
- Applications will not be processed without payment, or applicable departmental approval.
- Students must arrange to have an official transcript sent directly from the host institution to the Office of the Registrar at Brock University
- Please submit a copy of the course description(s) from the Calendar of the host institution via your student portal.

### HOST INSTITUTION *\*One application form is required for each institution you wish to attend.*

Host Institution:	College/Campus:	
Host Institution Mailing Address:		
City/Province:	Postal Code:	Country:

### COURSE INFORMATION

Departmental/Centre approval **must** be completed by the Brock department/centre offering the equivalent, or the subject most similar to the desired course(s) prior to submitting this form. Students are responsible for registering for the course(s) at the host institution(s).

Host Course Details				Brock Department/Centre		
Host Course Code	Host Course Title	Start Date	End Date	Brock Credit Weight	Brock Equivalent	Signature
1.						
2.						
3.						
4.						
5.						

Please scan and upload this completed form with the appropriate signatures from the department/centre to your student portal under the 'GenReqForms' tab and submit the associated processing fee.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LETTER OF PERMISSION TERMS AND CONDITIONS

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 \$55 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 processing fee.
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 copy of the course description(s) from the Calendar of the host institution via your student portal.
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.
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 (0 F) will be assigned.
9. Students must arrange to have an official transcript sent directly from the host institution to the Office of the Registrar at Brock University. This must be done within eight weeks of the course end date, 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.

## PROTECTION OF PRIVACY

The information gathered on this form is collected under the authority of the Brock University Act, 1964. The information is used for the academic, administrative and statistical purposes of the University. This information is protected and is being collected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection or use of this personal information should be directed to the University Registrar at Brock University in ST 301, or at 905-688-5550, x3052, or at [www.brocku.ca/registrar](http://www.brocku.ca/registrar).