

## LETTER OF PERMISSION (LOP) PROCEDURE

**Note: LOP course work must be non-Commerce in order for it to count for the degree.**

1. Complete the LOP application and attach a copy of the course descriptions to it.
2. Apply at the host institution.
3. Notification, in writing, must be forwarded to the APO if the terms of the LOP are not met, i.e. failure to register for or complete the approved course.
4. Keep this copy of procedures for your records.

## LETTERS OF PERMISSION (LOP) TO TAKE DEGREE CREDIT COURSE WORK AT ANOTHER UNIVERSITY

In order to determine whether the course(s) a student wishes to take elsewhere is/are appropriate for the Commerce degree programs, information about the course content, prerequisite and unit equivalence is required. A description of each course, including the unit weight, and duration, and a copy of the course prerequisite if applicable, must be attached to the "Request for Letter of Permission Form". The student must set up an appointment with their Academic Advisor at the time of submitting their application.

Permission will be granted for **NON-COMMERCE ELECTIVES** only. Subjects such as administration, business, management, etc., are **NOT** acceptable electives. Courses taken as "**EXTRA'S**" however, may be from any discipline (see GLOSSARY section of the Undergraduate Calendar).

Once the course has been assessed and approved, a Letter of Permission (LOP) will be issued.

The student **MUST**:

- 1) Understand and adhere to the regulations set out on the LOP
- 2) The LOP must be submitted to the host university as part of the application/registration process (copy of which, will also be given to the student for their records).
- 3) Confirmation of registration at the host university must be notified to the student's Academic Advisor, as soon as registration is complete.
- 4) Submit, in writing, if registration is not completed at host university.
- 5) Send the official transcript immediately after completion to your Academic Advisor.

When the LOP is issued the student becomes actively registered on McMaster's student record system. Any registration not cleared as indicated above within a reasonable time period, will be considered a **Failure by Default**. This notation will appear on transcripts and such failures will count as failed units in the Commerce programs. Transfer credit will be granted **only** for courses completed with a minimum grade equivalent to C- (60%) at McMaster University. Grades for these courses will not appear on McMaster transcripts and are not included in McMaster averages. Commerce students who receive grades below the equivalent of McMaster's D- (50%) will have the courses counted as failed units in the Commerce programmes. Those taking LOP course work may not be eligible for consideration for the Deans' Honour List or awards since only course work completed at McMaster is used for consideration for these.

If the student is taking LOP course work and upon completion of the session is to be assessed for Graduation at the Spring Convocation, then the official transcript must be received by May 15<sup>th</sup>. For those taking LOP course work in a summer session and immediately upon completion of the session is to be assessed for Graduation for the Fall Convocation, the official transcript must be received by September 30<sup>th</sup>. Failure to have an official transcript sent to clear Letter of Permission work will result in a **Failure by Default** being assigned.