

Letter of Permission Application Form

Only students in the following Faculties should use this form: **Arts** (Summer 2009 Session only), **Atkinson** (Summer 2009 Session only), **Environmental Studies**, **Fine Arts**, **Health**, **Liberal Arts & Professional Studies** (Fall/Winter 2009-2010 Session onwards) and **Science and Engineering**. Students in other York Faculties should consult their home Student Services Office.

Student Information (please print)			
Student Number	Last Name/Family Name		Given Name(s)
Telephone	E-mail	Home Faculty	Major/Degree Program(s)
Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students Web site at www.yorku.ca/yorkweb/currentstudents/mystudentrecords			

Host Institution Information			
Name of Institution to be attended		To whom should the letter of permission be addressed?	
Address	City	Province	Postal Code

Indicate the term/session in which you wish to take this course (check one and enter year):

Fall 20____
 Winter 20____
 Summer 20____

Is this final course for your degree? No Yes If yes, remember to apply to graduate at www.yorku.ca/mygraduation

[-----Faculty/Department Use Only-----]

Host institution course #	Print course title as listed in host institution calendar	Will this course satisfy major req's at York? (Y/N)	Does this course have a course credit exclusion at York? (Y/N). If yes, list York course #	Will this course substitute for a York course/degree requirement? (Y/N) If yes, list York course #	*How many York credits is the host's course worth?	Faculty/Dept. Approval Please print AND sign name

***Transfer credit will be assessed based on the course work/requirements including in-class hours completed at the host institution and NOT on the course work/requirements of the York course credit exclusion or substitute.**

A \$35 Letter of Permission Application fee (non-refundable) must accompany this form. If paying by credit card, please include this information.
 MasterCard/Visa Number: _____ Expiry Date: ____/____/____

Student's Signature _____	Date (dd/mm/yy) _____
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Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.

Registrar's Office Use Only			
Signature: _____	Date: _____	Fee rec'd by <input type="checkbox"/> Credit Card	<input type="checkbox"/> Debit Card <input type="checkbox"/> Money Order

Important Information for Current Arts and Atkinson Students

As of the **Fall/Winter 2009-2010 Session**, York University will launch the new Faculty of Liberal Arts & Professional Studies (LA&PS). All Arts and Atkinson programs, **except** mathematics, computer science and computer security, will be switched automatically by the University to LA&PS. Mathematics, computer science and computer security programs will be switched automatically by the University to the Faculty of Science and Engineering (FSE).

Application for a Letter of Permission (LOP) – General Instructions

1. If you wish to enrol at another university (host) and have credits completed there transferred toward your York degree, you must first be granted a Letter of Permission (LOP) by the Registrar's Office. While you are pursuing your York degree, transfer credit will not be granted for work completed at another university without the LOP.
2. Complete this form and submit it along with detailed calendar course descriptions to the Faculty/department best able to identify any York-based course credit exclusions or substitutes. If you need more room/rows for your request, please attach another copy of this form.
3. Submit the completed form, along with the \$35 non-refundable processing fee, to the Registrar's Office drop-box in the lobby of the Bennett Centre for Student Services.
4. Processing can take three to four weeks during peak request times. Incomplete LOP applications will be returned to you.
5. Once you have been issued the LOP, it should be presented to the host institution's Admissions Office. The host governs admission and application deadlines for students applying on an LOP.
6. If you enrol in courses at the host other than those listed on the LOP, you will NOT receive transfer credit upon completion unless the Registrar's Office amends your LOP in advance. Notify the Registrar's Office (lop@yorku.ca) of any enrolment changes as soon as they are made. You may be required to obtain departmental approval for these changes.
7. When you have completed the course(s) at the host and grades are available, an official transcript must be forwarded to the York Registrar's Office immediately. See deadlines below. Address the transcript to Registrar's Office, Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto, ON M3J 1P3.

Term in which you completed your course	Deadline for transcript submission or proof of withdrawal/non attendance
Summer	November 1st
Fall	March 1st
Winter	July 1st

8. If you do not register or complete any of the courses for which you were issued the LOP, you must provide the Registrar's Office with documentation from the host declaring you either did not enrol/register or that you withdrew from the course(s) without any academic penalty.

Important Notes

1. Course credit **exclusions** (CCEs) are courses offered at York and the host that are similar enough in content that both may not be taken for degree credit. A course **substitute** is a CCE that directly takes the place of another specified York course/degree requirement. A course substitute is a CCE but a CCE is not always a course substitute.
2. Some York programs are subject to external accreditation or professional association requirements (e.g. practica and core courses for engineering, nursing or social work), which restrict approvals for LOPs. Please consult your Faculty/department for details.
3. Credit towards your degree will only be counted once for repeated courses taken at York or elsewhere. Should you repeat a course, the initial grade will be replaced with a notation of "NCR – No Credit Retained".
4. Generic results of "Pass" or "Credit Achieved" at the host will not be accepted for transfer credit to your York degree. A minimum of "C" or equivalent is required for credit.
5. Transfer credit will be assessed based on the course work/requirements including in-class hours completed at the host institution and NOT on the course work/requirements of the York course credit exclusion or substitute.
6. Courses and grades achieved at the host are not listed on your York transcript or included in your York grade point average (GPA).

Eligibility

1. To be eligible for an LOP you must be pursuing a York degree and/or certificate program. If you are a non-degree student at York, you may apply directly to the host without an LOP.
2. You must be in good academic standing. An LOP will not be issued if you are on academic warning, program warning, debarment warning or academic probation. If your academic status changes after the LOP is issued and you are no longer in good standing or are ineligible to proceed in your program, the LOP will be rescinded and you will no longer be eligible for transfer credit from the host regardless of the grade achieved there.

Maximum Credits Allowed

Including courses taken on an LOP, the **maximum** number of credits in which a student may enrol is:

- **Arts** 15 in summer and 36 in fall/winter
- **Atkinson** 18 in summer and 36 in fall/winter
- **Environmental Studies** 12 in summer and 36 in fall/winter
- **Fine Arts** 15 in summer and 36 in fall/winter - all departments except Design
- **Fine Arts - Design** 36 credits in a calendar year
- **Health** 15 in summer and 36 in fall/winter
- **Liberal Arts & Professional Studies** 18 in summer and 36 in fall/winter
- **Science and Engineering** 15 in summer and 33 in fall/winter