Letter of Permission (LOP) Application

OFFICE OF THE REGISTRAR
Email: transfercredit@cnc.bc.ca

Procedures:

- A Letter of Permission (LOP) will be issued only in advance of study taken (max 3 semesters)
- LOPs are issued directly to the host institution; a copy is sent to the student's email account and one is placed in the student file.
- Students are eligible for an LOP if they:
  - Have completed at least nine (9) credit hours of academic study at CNC
  - Are in good academic standing, (not on academic probation or required to withdraw)
  - Have an account that is not in arrears (no payments owing to CNC)
- Courses taken at CNC, and subsequently repeated on an LOP, will not remove the grade from the students GPA, nor will credit be granted more than once for an equivalent course.
- Coursework completed on an LOP does not count towards a student's CNC GPA
- Coursework taken on an LOP is considered to be transfer credit, and therefor subject to all policies and practices related to transfer credits.

Instructions:

1. Complete all sections of this form. Use the course numbers and titles provided for the course(s) you want to register for at the institution (school) you are visiting.
2. **Detailed course syllabi (outlines) from institutions that are out-of-province or from another post-secondary must accompany this form, as a calendar description may not be sufficient to determine course equivalency.** Courses listed on the BC Transfer Guide (www.bctransferguide.ca) do not require course outlines.
3. Pay your LOP application fee at your campus cashier or by credit card on your CNC Connect student account.
4. Submit the completed form to the Office of the Registrar Attn: Articulation Officer or email it to transfercredit@cnc.bc.ca. It normally takes up to three (3) weeks to process an LOP; **at certain times of the year, it may take up to eight (8) weeks.**
5. LOPs are valid only for the semester for which they are issued; they will not be processed for the current semester after the withdrawal date for that semester. Extensions will require another LOP which may or may not be granted. If approved, Letters of Permission will be sent to the institution the student requested to attend.

CNC Student responsibilities:

1. Consult with an Academic Advisor prior to applying for an LOP.
2. Check your email regularly as a PDF copy of the LOP will be sent to the email CNC has on file for you.
3. Submit official transcripts from the institution you were granted the LOP for to CNC's Office of the Registrar **as soon as the final grades are received**.
4. Notify your Academic Advisor if the course work was not completed.
5. Students who are in their **final semester** and are completing courses on an LOP are advised that final and official transcripts must be received by CNC's Office of the Registrar **no later than the first week of May** to ensure their eligibility to graduate.
6. Please let us know what credit you hope to receive. Not that coursework may not transfer over the way you anticipate; approved transfer credit will be indicated on your LOP.

STUDENT IDENTIFICATION:

CNC Student ID:		Email:	
First Name:		Last Name:	
Phone Number:		Program:	

RATIONAL FOR TAKING THE COURSE(S) ELSEWHERE:

Course Conflicts:	Personal Scheduling Conflicts:	Not Offered:
Other:		

REQUEST: I am requesting a Letter of Permission to take the following courses at:

Institution Name:			
Mailing Address:			
City/Town/Village:		Postal Code/Zip Code:	
Province/State:		Country:	

COURSE(S):

SAMPLE:

Course Number	ENGL 1100	Course Name	Contemporary Writing Styles
Semester	Fall 2020	CNC Course Requirement	ENGL 103

Course Number		Course Name	
Semester		CNC Course Requirement	

Course Number		Course Name	
Semester		CNC Course Requirement	

Course Number		Course Name	
Semester		CNC Course Requirement	

Note: An LOP is valid only for the semester indicated above.

_____   _____

Student Signature   **Date**

The above understands the terms as outlined on this for and in the CNC Academic Calendar, and that CNC shares students' personal information with the other CNC departments for internal purposes only.