

Procedure Information	
Related to Policy No:	E-1.47
Approved by:	Education Council
Approval Date:	May 11, 2021
Date of Next Review:	May 2026

EDUCATION COUNCIL PROCEDURES FOR LETTER OF PERMISSION POLICY

Definitions

- 1. Letter of Permission (LOP):**
A formal authorization for students who wish to take courses at other recognized post-secondary institutions primarily for credit towards their credential at CNC or towards their educational plan.
- 2. GPA:**
Grade Point Average.
- 3. Transfer Credit:**
The granting of credit for coursework undertaken at another recognized institution.
- 4. Good Academic Standing:**
Status determined by meeting the minimum academic standard in a major term/semester.
- 5. In Arrears:**
Behind in paying money that is owed to the College of New Caledonia.
- 6. Host Institution:**
The recognized post-secondary institution that the student wishes to register in courses at outside of CNC.

Procedures:

Preparing the LOP Request Form:

An LOP will only be issued in advance of the applicable study period (up to a maximum of 2 semesters prior), and will not be backdated.

Responsibility of Student:

1. It is the sole responsibility of students to ensure that they meet the registration requirements, that all course and registration fees are paid, and that they adhere to all pertinent policies at the host institution.
2. A student should consult with a CNC Academic Advisor prior to applying for an LOP.
3. A student must complete the LOP request form with the course numbers and titles provided for the course(s) they want to register for at the host institution(s) they will be attending. The student may include more than one institution on the form, but must indicate which course they are taking at each.
 - a. If the host institution's course is not actively listed on the BC Transfer Guide, the most recent course outline must accompany the LOP form. If a course outline is not available, a course syllabus of the most recent term can be used.
 - b. Courses actively listed on the BC Transfer Guide that transfer directly to the College of New Caledonia do not require course outlines.
 - c. Any course taken outside the province or country is subject to additional transfer credit application fees.
4. Students will submit the form to the Office of the Registrar. Prior to processing the fee, the Office of the Registrar will ensure that the student has met all necessary conditions.
5. Once students have submitted all necessary documentation, they will be notified of the decision via email.
6. On completion of the course, the student must ensure that an official transcript is sent to CNC's Office of the Registrar as soon as possible. Processing of applicable transfer credit can proceed once official documentation is submitted.

Responsibilities of CNC :

1. If the course is actively listed on the BC Transfer Guide, the LOP will be approved and the form will be processed in accordance with the Transfer Credit and Advance Standing Policy.

2. If the course is not actively listed on the BC Transfer Guide, or from outside of the province, CNC will have it reviewed by faculty to determine transferability.
 - a. If transfer is approved, CNC will process the LOP form in accordance with the Transfer Credit and Advance Standing Policy.
 - b. If transfer is not approved, CNC will notify the student of the decision. The student may, in consultation with an Academic Advisor, choose to take the non-transferable course if it aligns with their overall educational plan; however, CNC course equivalencies for transfer will not be granted.
3. CNC will issue the LOP directly to the host institution, a copy will be sent to the student's email account, and one will be placed in the student's file.

Forms

Letter of Permission Request Form
[Student Transfer Request Form](#)

Procedure Amendment Log

Amendment Number:	Date:
0	February 9, 2021
1	May 11, 2021
2	