

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

## EDUCATION COUNCIL LETTER OF PERMISSION POLICY

### Policy Statement

The primary purpose of a Letter of Permission is to ensure courses successfully completed at host institutions can be considered for transfer credit to the College of New Caledonia to be used towards the student's program of study or educational plan. This policy describes the guidelines for requesting a Letter of Permission.

### Purpose / Rationale

A Letter of Permission (LOP) allows a student to take courses at another, recognized post-secondary institution that may be considered for credit towards their program at the College of New Caledonia, subject to approval and regulations.

### Scope / Limits

This policy applies to students registered in College of New Caledonia programs who wish to register and attend courses at other recognized post-secondary institutions.

### Principles/Guidelines

1. Students must pay approved applicable fee at the Office of the Registrar to have an LOP issued.
2. 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.
3. Coursework taken on an LOP is considered for transfer credit, and is therefore subject to all policies related to **transfer credits** and residency rate requirements.
4. If a student chooses to take a non-transferable course to advance their educational plan, an LOP will be processed, but CNC equivalencies will not be listed therein.
5. An LOP will be issued only in advance of study to be taken within the academic year.

6. Students are eligible for an LOP if they meet all of the following criteria at the time of application:
  - a. they have completed at least nine (9) credit hours of academic study at CNC;
  - b. they are in **good academic standing**; and
  - c. their CNC account is not in **arrears**.
  
7. The granting of an LOP does not ensure that students will be able to take the course(s) at the host institution. Students should contact the host institution to determine if there are restrictions that may prevent their registration.
  
8. Students granted an LOP will remain active as per the requirement set out in the Admission to the College Policy under Re-Admission.

**Definitions**

Refer to the related procedure document for definitions relevant to this policy.

**Legislative References**

N/A

**Links to Other Related Policies, Documents and Websites**

- Admission to the College Policy #E-1.01
- Academic Standing Policy #E-1.03
- College Credentials Policy #E-1.10
- Transfer Credit and Advance Standing Policy #E-1.44
- BC Transfer Guide: [www.bctransferguide.ca](http://www.bctransferguide.ca)
- [College and Institute Act](#)

**Policy Amendment Log**

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