

# Information/Regulations Regarding Procedures to be Followed When Making Application to Take Courses at Another Institution for Transfer of Credit to Degree Programs at the University of Manitoba

(STUDENTS SHOULD RETAIN THIS PAGE FOR FUTURE REFERENCE)

*Excerpt from General Academic Regulations Section of the University of Manitoba General Calendar:*

## LETTER OF PERMISSION FOR TRANSFER OF CREDIT

Students in degree programs at this University may take courses at other recognized colleges or universities for transfer of credit provided such courses are **approved in advance** by the Faculty or School in which they are currently registered.

The approval is subject to individual Faculty/School regulations and is granted in the form of a **Letter of Permission** (issued by the Registrar's Office).

To obtain a Letter of Permission, please apply to the Registrar's Office as early as possible and **at least one month prior to the commencement of classes at the other institution**. The application form for a Letter of Permission is available at the Registrar's Office.

Each application must be accompanied by the appropriate fee of \$70.00.

Students planning to seek permission to take courses elsewhere for transfer of credit to the University of Manitoba should consult the current Calendar for the residence and degree requirements of the degree programs in which they are enrolled.

Courses acceptable for credit in the academic units into which students have been admitted shall be transferred as 'TX' courses (external transfers) with their grades, including grades of "D" and "F". The grades are recorded on the student's academic record will be established using a conversion table where necessary. The grades may also be utilized in academic assessment procedures. Consult your Faculty/School regulations.

All grades, including transfer credit grades, will be included in the student's University of Manitoba grade point average (G.P.A.). The extent to which transferred grades may be considered in matters involving awards such as Dean's Honour List, University and Program medals, are subject to Faculty/School Regulations.

**Students completing their degree requirements through a letter of permission must indicate their intent to graduate via the Aurora system or by contacting their faculty.**

*The following explanatory information is provided to assist students to complete the requirements in order to obtain a Letter of Permission – Please read these instructions carefully before submitting an application.*

*Should further explanation or assistance be required please contact the Registrar's Office at (204) 474-9420.*

## DOCUMENTATION REQUIRED:

If the University from which you wish to take courses is outside the Province of Manitoba, please submit the Calendar of the University concerned or a photocopy of the pages containing the description(s) of the course(s) to be taken along with your application. If you submit a calendar, please mark the pages and course numbers at the front for quick reference. If you provide a photocopy of the course information, the material should include a photocopy of the calendar page which provides: **the key to course numbering of the other institution, the hours of instruction plus dates and duration of the course(s)**. WE CANNOT PROCESS OR APPROVE APPLICATIONS WITHOUT THIS INFORMATION. It may be necessary for the applicant to obtain course outlines (covering content, bibliography, etc.) from the other institution if the Calendar submitted does not provide sufficient information for evaluation. *It is extremely important that students planning to attend institutions outside of Canada pay particular attention to this requirement as the information is not necessarily available in Canada.*

## APPLICATION FEE:

A non-refundable Application Fee of SEVENTY DOLLARS must accompany each application if course(s) are to be taken at a University or College. A separate application, and applicable fees, must be submitted for each session, as well as for each University. For purposes of application for a Letter of Permission, the University of Manitoba sessions are September to April (Regular Session), or from May to August (Summer Session).

The completed application, together with the relevant application fee, should be paid at:

**Cashier's Office, Rm 138 University Centre, University of Manitoba, Winnipeg, MB R3T 2N2**

**Note: Cashier's Office is open Monday to Friday, 8:30 am to 4:00pm.**

## TRANSFER REGULATIONS:

1. A Letter of Permission will be issued after the Registrar's Office has received the approval of the appropriate Faculty/School in which the student applicant is registered.
2. **Approval is subject to the following regulations:**
  - i. The applicant must be in good academic standing as per individual Faculty requirements.
  - ii. The minimum residence requirement of the applicant's degree program is met.
  - iii. Students not enrolled in a Degree Program are not eligible for a Letter of Permission.
  - iv. During the Summer Session, as defined by the University of Manitoba (May to August) the number of courses to be taken at the other institution **may not exceed eighteen credit hours**. Only with special permission of the Dean or Director of the appropriate Faculty/School of the University of Manitoba may a student be allowed to take a maximum of twenty-four hours of credit. This regulation applies to all students regardless of where the courses are being taken.
  - v. During the Regular Session (September to April), the number of hours taken on a Letter of Permission may not exceed the maximum number of credit hours normally associated with a full year's program of study at the University of Manitoba, unless special permission of the Dean or Director concerned is obtained. This regulation applies to all students regardless of where the courses are being taken.
  - vi. To provide flexibility, additional course equivalencies may be requested for transfer approval, but no more than double the actual number of credit hours which will be taken, **up to a maximum of 42 credit hours**. The student must advise the Registrar's Office (at the time of registration at the other institution) which course(s) was selected.
3. **Credit obtained at the other institutions will be transferred into the student's University of Manitoba Records as follows:**
  - i. The student must provide the Registrar's Office with an OFFICIAL TRANSCRIPT showing **final** grades/marks obtained, including the institution's official explanation of its grading system. If the course(s) on a Letter of Permission completes the University of Manitoba graduation requirements, the transcript must be received by the University of Manitoba by January 30 for February graduation, by April 30 for May graduation and by September 30 for October graduation. Transcripts not received by these dates will cause graduation to be delayed until the next graduation period.
  - ii. The student's Faculty/School reserves the right to deny any subsequent requests for Letters of Permission if an official transcript is not received by the Registrar's Office.
  - iii. A student's grade report is **NOT** acceptable.
  - iv. If a student for whom a Letter of Permission has been issued withdrawals or does not register for the course(s) shown on the Letter of Permission, they must provide official verification of this fact from the other institution.
  - v. Failure to provide the documentation (transcript) required at the termination of the period covered by the Letter of Permission will result in **failed attempts** being transferred to University of Manitoba records.
4. **NOTES:**
  - i. Students taking course(s) in Engineering, Environmental Design, Interior Design, Nursing, Pharmacy, Social Work are required to obtain a grade of "C" (or better) and in Pre-Master's Ph.D. a grade of "C+" (or better) in order that a course will be acceptable for credit. Students who obtained grades less than these may be subject to "attempt regulations" as applicable in their faculty of school.
  - ii. Students in course-based programs in the Faculty of Graduate Studies such as the Masters programs in Business Administration, and Engineering and Public Administration **will be charged Standard and Faculty fees on a per course basis for all courses transferred for credit**, in order to complete the Graduate "Program Fee" requirement as stipulated in the Official Fee Schedule.



**APPLICATION FOR LETTER OF PERMISSION (LOP)  
TO TAKE COURSES AT ANOTHER INSTITUTION**

Payment of **\$70.00** is required for each application; a separate application is required for each institution and/or for each term of study. Payment can be made at the Registrar's Office; if mailing or faxing the form, payment can be made by cheque or by using the space provided at the bottom of this page to include credit card information. Please do not mail cash.

**SECTION 1: STUDENT INFORMATION**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Last Name(s) Given Names

Faculty: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Have you attended another university/college since you last attended the UofM?  Yes  No

If **yes**, was this attendance based on a Letter of Permission?  Yes  No (see note\*)

*\*Note: If your attendance at another institution was not based on a Letter of Permission, you must reapply for admission to the UofM.*

**SECTION 2: INSTITUTION AT WHICH YOU WISH TO ENROLL**

I wish to take these courses in the following term of study: Fall Term 20\_\_ Winter Term 20\_\_ Summer Term 20\_\_

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**SECTION 3: COURSES INFORMATION**

Please list all courses you wish to take in the space provided **on the back of this form.**

**SECTION 4: AUTHORIZATION**

- I agree that I have read and understood the instructions provided on this form the attached information sheet.
- I agree that upon completion of my LOP courses at the above mentioned Institution, I will provide an official transcript of my grades/marks to the University of Manitoba, and/or I will notify the UofM in the case that I do not proceed with taking these courses.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment information for applications that are mailed or faxed:**

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ Card Holder: \_\_\_\_\_  
(Month) (Year) (Signature)

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of processing your request for a Letter of Permission, including evaluating the acceptability of your course selection and accuracy of your academic record. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

**COURSE INFORMATION FROM OTHER INSTITUTION**

1. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

2. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

3. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

4. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

5. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

6. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

7. Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Academic unit offering the course: \_\_\_\_\_  
(faculty/school/college/department name)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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