

REQUEST FOR A LETTER OF PERMISSION

A Letter of Permission is requested by Kwantlen Polytechnic University students who wish to take courses at other approved post-secondary institutions but have been unable to find the course transfer equivalency on the BC transfer Guide (www.bccat.bc.ca) or by students wishing to take upper division courses to help satisfy third and fourth year level courses required in their degree programs at Kwantlen Polytechnic University. A Letter of Permission ensures that courses successfully completed at another institution can be transferred to the student's academic record at Kwantlen Polytechnic University. Students are able to request a Letter of Permission for a maximum of 5 courses per semester. Before applying for a Letter of Permission, a student must:

- **Have completed nine semester credit hours of study at Kwantlen Polytechnic University**
- **Have a minimum Cumulative Grade Point Average (CGPA) of 2.00**
- **Not be on academic probation or owing fees**

Courses approved and completed as per the Letter of Permission are considered to be transfer credit, and therefore subject to all Kwantlen Polytechnic University transfer policies and procedures.

NAME: _____ **STUDENT NUMBER:** _____

ADDRESS: _____ **CITY:** _____ **PC:** _____

PHONE NUMBER: _____ **PROGRAM AT KWANTLEN:** _____

Please indicate the Institution you wish to attend on a Letter of Permission:

INSTITUTION: _____ **TERM/SEMESTER:** _____

ADDRESS: _____ **CITY:** _____ **PC:** _____

PLEASE NOTE: The Letter of Permission requested above will be mailed to the Institution and a copy will be sent to your mailing address.

Please list the specific name, number and credit of the course(s) you wish to take at the above Institution:
 (i.e. ENGL 101 – 3 credits)

- 1) _____ 2) _____
 3) _____ 4) _____
 5) _____

Approval is granted on the understanding:

1. The student must obtain a grade of D (50% or 1.00) or better in each course in order to receive credit at Kwantlen Polytechnic University. Note: Courses graded C- or less cannot be used as prerequisites or credit for certain programs.
2. The student must submit a Request for Transfer Credit form along with an Official Transcript from the institution designated above to be sent to the Office of the Registrar, Kwantlen Polytechnic University, upon successful completion of one or more of the above courses.
3. If a change in course(s) other than those listed is required, the onus is on the student to request permission from the Office of the Registrar, Kwantlen Polytechnic University, 12666 – 72nd Avenue, Surrey, British Columbia, V3W 2M8.
4. Grades earned at other institutions will not be calculated in the Kwantlen Polytechnic University Institutional grade point average.
5. The onus is on the student to determine how each course fits into their program. For assistance with course / program planning, please call 604-599-2000 to book an appointment with an Educational Advisor.

Student Signature: _____ Date: _____

Office Use Only:	Date received: _____	Initials: _____
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