

TAKING A COURSE ON A LETTER OF PERMISSION

1

IDENTIFY THE COURSE

Find a course at another institution that you would like to take remotely and transfer back to StFX. You will need the course name, number, description (or syllabus), credits, and what StFX degree requirement this course is meant to fulfill.



Detailed instructions are also available on the academic advising website.

<https://tinyurl.com/LOPinformation>

2

EVALUATE

Make sure the course lecture times do not conflict with any course for which you have already registered at StFX.

Make sure the total number of courses you take at other universities does not exceed 50% of your total degree course load.

Consult with and Academic Advisor if you are not sure about degree requirements.

3

COMPLETE AN LOP REQUEST

The LOP request form is found in the Registrar's Office Service Catalogue: <https://tinyurl.com/5xqzycaf>

When you submit your LOP, ensure that you receive an email from services@stfx.ca with your ticket information. If you do not receive an email, you will need to resubmit the form. The LOP information is sent electronically to a dedicated email account in Academic Advising.

4

REGISTER FOR THE COURSE

After you receive an email saying your LOP request has been approved, apply to the host university as a “visiting student” (the term most commonly used, but some universities use other terms) and register for the course. Approval of your Letter of Permission request does not guarantee your registration into the course(s) at the host institution.

5

ORDER AN OFFICIAL TRANSCRIPT

Once the course is completed, order an official transcript from the host university to be sent directly to the StFX Registrar's Office. The credit will be applied to your student record upon receipt of a transcript showing you have passed the course and have been granted credit at the host institution.