

PERMISSION TO TAKE COURSES MORE THAN ONCE FOR CREDIT

This template letter is designed for students wishing to take variable content courses more than once for credit. ("Variable content" indicates a variety of different topics offered irregularly under the same number, eg. 338, 358, 468).

*Students are advised to check the calendar regarding the maximum number of units possible under each number.

DATE: _____

RE: Credit for Variable Content Courses

Sample

Dr. Jason Colby, Chair
Department of History

Dear Dr. Colby:

I am currently in Hist _____ (Section) _____, with the topic title "_____".
I have already received credit for Hist _____ (Section) _____, with the topic title "_____".

I would like to receive credit for both of these courses. May I have your permission?

With thanks,

Student Name
Student Number

PLEASE NOTE: THE ABOVE LETTER IS A SAMPLE ONLY. PLEASE RE-TYPE THIS LETTER CHANGING THE WORDING AS NEEDED TO SUIT YOUR SITUATION.

***Please email completed letters to
the Undergraduate Secretary at clio@uvic.ca
or submit to the History office in Clearihue A203.***