Faculty of Engineering and Computer Science | Engineering Undergraduate Office
Engineering Office Wing, Room 206 | PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
250-721-6023 | engr@uvic.ca | uvic.ca/ecs | @uvicECS

REQUEST FOR LETTER OF PERMISSION TO TAKE COURSES ELSEWHERE

Undeclared BEng/BSEng Student

Name:
Student Number:
Email Address:

Does the requested course(s) yield transfer credit that is relevant to your program declaration eligibility? (**Y** / **N**) *(i.e. a core course of your intended program, regardless of year level)*

If yes, you acknowledge that the course(s) must be completed with a grade of C (60%) or higher to maintain or meet program declaration requirements and to receive transfer credit _____
(initial)

Face-to-face Institution

Name of external institution:			
Year (20___) and Term of registration:			
☐ Fall (Sep – Dec)		☐ Spring (Jan – Apr)	☐ Summer (May – Aug)
#	**External Course Abbr.**	**External Course No.**	**UVIC Equivalent Course**
1			
2			
3			

Online Institution

***Please note**: Online courses are normally not an option for undeclared students who wish to target program declaration for the upcoming Winter Session. Refer to your academic advisor if you have further questions (ecs@uvic.ca , 250-721-6023)*

Name of external institution:			
Year (20___) and Term of registration:			
☐ Fall (Sep – Dec)		☐ Spring (Jan – Apr)	☐ Summer (May – Aug)
#	**External Course Abbr.**	**External Course No.**	**UVIC Equivalent Course**
1			
2			
3			

Academic Advisor Section

☐ Approved / ☐ Denied	Signature:	Date:
Notes:		

See second page for eligibility requirements and student responsibilities

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ELIGIBILITY REQUIREMENTS AND STUDENT RESPONSIBILITIES

ELIGIBILITY

- Refer to the Letters of permission for UVic students to undertake studies elsewhere section in the Undergraduate Registration Policy of the UVic Calendar.
- The specified term you intend on taking courses elsewhere must correspond with your term of entry at UVic or later.
- You must not be Required to Withdraw or potentially be Required to Withdraw from UVic during the term in which you have requested to take courses at the visiting institution.
- Requests for Letter of Permission forms must normally be submitted 2-4 weeks before registering in the courses you intend to pursue at the visiting institution. This request form will only be accepted before you commence studies at the visiting institution.

NOTES FOR STUDENTS

- If you will be taking courses at an institution within BC (or Yukon University, or Athabasca University) you can use the BC Transfer Guide to view existing transfer credit evaluations.
- Final grades as reported on the official transcript are considered the official grade. UVic will not convert grades to a % scale to determine whether transfer credit will be awarded.
- Grades do not transfer to your UVic transcript, but they are used to determine your UVic Academic Standing.
- If credit for any of the requested course(s) has been previously awarded, no additional credit will be granted.
- If credit for the requested course(s) is a pre-requisite to a course or courses you have registered in the next immediate academic term, final grades for the requested course(s) must be received in time to ensure your next term's registration can be maintained. Otherwise, the courses will be dropped from your registration.
- Transfer credit for 300+ level courses is generally not accepted due to the need of meeting residency requirements and engineering accreditation.
- You must be registered as a "Visiting" student at the institution for which the letter of permission has been approved and not a degree seeking program.
- International studies should be aware that your study permit *may* not allow you to attend another institution. Please contact International Centre for Students if you have any questions.
- You may not be registered in more than 9.0 units of course registration per term between your UVIC registered courses and course(s) via a Letter of Permission.

STUDENT RESPONSIBILITIES

- Courses must be completed in the UVic term for which the Letter of Permission was authorized, not within the maximum course completion time of the visiting institution. Final grade is required by the last day of the last month of the term for which the letter of permission is issued.
- You must arrange for an official transcript to be sent to UVic showing all courses, including completed, failed, withdrawn and/or incomplete courses, immediately upon all final grades being assigned.
- Physical official transcripts can be sent to:
  Undergraduate Admissions
  University of Victoria
  PO Box 3025 STN CSC
  Victoria, BC V8W 3P2
- Electronic official transcripts can be sent to transcripts@uvic.ca.
- If you do not register or complete the requested course(s) you must be in touch with the Engineering Undergraduate Office (ecs@uvic.ca) and Undergraduate Records (records@uvic.ca) with proof of non-registration or non-completion of course(s). Otherwise, a transcript hold will remain on your student record.
- To graduate, official transcripts must be received by February 15th for Spring graduation and September 10th for Fall graduation.