



**University  
of Victoria**  
Computer  
Science

## REQUEST FOR A LETTER OF PERMISSION TO TAKE COURSES ELSEWHERE

**Before taking courses through another institution, students must be issued a *Letter of Permission* by the Computer Science Advising Officer.**

Requests for a *Letter of Permission* must be submitted by the following deadlines:

- Fall term: July 15th
- Spring term: November 15th
- Summer term: March 15th

There is a **\$10 processing fee**, payable in cash at the Computer Science Office in ECS 504.

Completed forms can be submitted to the Computer Science Office when paying the fee, or emailed to [cscugforms@uvic.ca](mailto:cscugforms@uvic.ca).

Name:

V#:

Name of other institution:

Term in which courses will be taken:

### Courses for Transfer Credit Evaluation

List the courses offered by the other institution; do not list UVic courses.

If the course is not listed in the [BC Transfer Guide](#), you must submit copies of the course syllabus along with this form.

	Course Code & Number	Course Title
ex.	COMP 1520	Principle Software Development
1		
2		
3		
4		

*I confirm that I have reviewed the information in the [Academic Calendar](#) and on page two of this form, and fully understand my responsibilities, the University's Residency Requirement, and the regulations regarding credit for studies undertaken at another institution.*

Signature:

Date:

## Eligibility

In order to be eligible for a *Letter of Permission*, a student must have completed at least 6.0 units of coursework at UVic and be in good academic standing. Students who are on academic probation – or potentially will be on probation at the end of the current Session – are not eligible.

Because of the delay in obtaining official transcripts, students completing their degree requirements at another institution during the Winter Term (January – April) are not eligible to graduate at June convocation.

Students who are intending to graduate in the fall must ensure that Undergraduate Records receives their final transcripts no later than September 10<sup>th</sup>.

## Transfer Credit

Transfer credit will only be granted for any program-required Computer Science, Software Engineering, Math, Statistics or English courses in which a grade of at least 'C' – or the equivalent – was received.

No grades are assigned for transfer credit course work; however, grades awarded by the visiting institution will be included in the assessment of a student's academic standing.

## Residency Requirements

In order to earn a bachelor's degree from UVic, a student must meet the residency requirement by completing at least 30.0 units of coursework here at the University. At least 18.0 units of this coursework must be earned from 300- and/or 400-level courses.

## Student Responsibilities

Students are responsible for ensuring that the transfer credit assigned for courses taken through other institutions can be used to fulfill their program requirements and be applied towards their UVic degree.

Students are responsible for reviewing the UVic regulations regarding transfer credit (including those related to [duplicate and mutually exclusive courses](#)), as well as the Faculty and Department requirements specific to their program.

Students must provide the University of Victoria with an official transcript from the visiting institution, regardless of whether they passed, failed, or withdrew from the course.

Students must arrange to have the visiting institution send their official transcript to the University of Victoria as soon as all final grades are assigned. Failure to do so may result in denial of transfer credit or other disciplinary action, as outlined in the *Academic Calendar* under "[Penalties for failure to disclose studies elsewhere while attending UVic](#)".

Students who choose not to take courses through the visiting institution after a *Letter of Permission* has been issued must immediately notify Undergraduate Records ([records@uvic](mailto:records@uvic)).

## Questions?

Contact the Advisor  
[cscadvisor@uvic.ca](mailto:cscadvisor@uvic.ca)

