



REQUEST FOR LETTER OF PERMISSION TO TAKE COURSES ELSEWHERE

PLEASE COMPLETE THIS FORM BEFORE BEGINNING STUDIES AT ANOTHER POST SECONDARY INSTITUTION. SUBMIT WITH YOUR PAYMENT TO ACADEMIC ADVISING CENTRE (UNIVERSITY CENTRE A203)

Name: (Surname, First Name) UVic Student No: V00-

UVic Email: Phone:

- A. YOUR UVIC FACULTY B. REQUEST FOR TERM OR SESSION (one only) C. Please contact Student Awards and Financial Aid directly regarding eligibility for split enrolment for student loan purposes

D. Information for Transfer Credit Evaluation
NAME OF INSTITUTION:
Mailing Address:
Province/State: Country: Postal/Zip:

E. Course abbreviation, Number and Title (up to 5 courses) PLEASE ATTACH HARD COPY OF THE COURSE CALENDAR DESCRIPTIONS
1.
2.
3.
4.
5.

F. FEES: \$10 PER REQUEST. Payment must be made at the time the request is submitted. Cheques are payable to the University of Victoria. Please include your UVic student number on the front of your cheque.
\$10 fee included
\$3 fee included to have the Letter of Permission faxed to the Institution. FAX Number:

IMPORTANT INFORMATION

A copy of the Letter of Permission will be sent to you and your selected institution by email once the transfer credit has been determined. The process of determining transfer credit will normally take 10 business days; however, for courses that have not yet been evaluated for transfer credit, this process will take longer.

Please read the information on the reverse of this form. Your signature below indicates that you understand fully the regulations regarding credit for studies at another institution, and residency requirements at the University of Victoria.

Signature

Date:

PAYMENT

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1. ELIGIBILITY

- a. When you are planning to take courses at another institution for credit towards your UVic degree, you must receive prior approval (a *Letter of Permission*) from the Associate Dean of Academic Advising for Humanities, Science and Social Sciences.
- a. *Letters of Permission* are particularly important if courses are at the 300 or 400 level, or if they will contribute to the last 15 units of a degree program.
- b. To be eligible for a *Letter of Permission*, students must be registered in or have completed 6 units of coursework at UVic. Non-degree students and students who have been required to withdraw from the University are not eligible for a *Letter of Permission*.
- c. Students wishing to participate in field schools and unofficial exchange programs must apply for a *Letter of Permission*.

2. TRANSFER CREDIT EVALUATION

- a. You can determine transfer credit evaluation for 100- and 200-level courses from other BC institutions by viewing the BC Transfer Guide (bctransferguide.ca). UVIC is listed as the "Receiving Institution." You will still need to complete the Request for a *Letter of Permission* to complete courses at these institutions.
- b. The University of Victoria will provide written transfer credit equivalencies for all other courses from BC institutions, and all those requested from institutions outside BC.
- c. Where no specific transfer credit equivalency exists, or when it cannot be established, an *Open Letter of Permission* may be issued to facilitate registration at the other institution. In such cases, transfer credit for courses taken cannot be assured and will be assessed upon receipt of official transcripts and coursework from that institution.
- d. Courses taken elsewhere are given transfer credit only. Grades do not transfer to your UVic transcript, although they are used to determine UVic academic standing and are reviewed for any relevant program requirements. Upper-level courses taken elsewhere are not used in calculating the student's graduating grade-point average.

3. STUDENT RESPONSIBILITIES

- a. When you complete courses at another college or university, including courses taken through official UVIC exchange programs, you must provide the University of Victoria with official transcripts of the courses you took at that institution, regardless of whether you passed or failed the courses. You must arrange to have transcripts from the other institution sent to Records Services at UVIC within three months of completing the last course in which you were registered. Failure to do so within this time frame may lead to denial of transfer credit or other disciplinary action. Students can be put on probation or asked to withdraw from UVIC based on grades achieved at other institutions, so you should be familiar with the regulations

- regarding Probationary Standing and Requirement to Withdraw (see "Standing" in the UVic Calendar).
- b. When you choose courses at another institution it is your responsibility to review University of Victoria academic regulations and Faculty and Department requirements relevant to your degree program(s).

4. RESIDENCY REQUIREMENTS AND TRANSFER CREDIT

- a. Students should be aware that there are a minimum number of courses which must be completed as UVIC credit (Residency Requirements).
 - i. Each student completing a Bachelor's degree is required to receive credit for at least 60 units of university-level courses; of those 60 units, at least 30.0 must be completed at the University of Victoria.
 - ii. Within the 60 .0units, each student must receive credit for at least 21 units of courses at the 300 or 400 level; of those 21 units, 18 must be completed at the University of Victoria.
 - iii. For an Honours Program, students may transfer from another institution up to 6 units of their required 300 and 400-level courses.
 - iv. For a Major Program, students may transfer from another institution up to 3 units of their required 300 and 400-level courses.
 - v. for a General Program, students may transfer from another institution up to 3 units of their required 300 and 400-level courses.
 - vi. For a Minor program, no more than 3 units of 300 and 400-level courses required can be taken elsewhere, and at least 6 of the units required for the Minor must be completed at UVic.
- b. These Residency Requirements can be confusing, so if you plan to take required 300- or 400-level courses at another institution, **please consult an Academic Adviser to review your remaining coursework** before you submit a *Letter of Permission*. It is YOUR responsibility to make sure that the transfer credit assigned to courses taken elsewhere can be used towards degree and program requirements.
- c. Because of the delay in obtaining official transcripts from other institutions, students who are completing their degree requirements at another institution during the Spring Term of Winter Session (January – April) cannot apply to graduate in that year's June convocation.

MAILING ADDRESS

Academic Advising (Humanities, Science and Social Sciences)
Student Services, A Division of Student Affairs
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2

FAX (250) 472-5145