



PRIOR TO COMPLETING THIS FORM, YOU MUST REVIEW THE GUIDELINES ON PAGE 2.

Please complete this form and return it to Student Services (MBC 3200). Allow six to eight weeks for processing. Your request will be forwarded to the appropriate department(s) and Faculty for approval. On completion, we will notify you of the decision by email and, if required, we will forward a Letter of Permission to the institution you plan to attend.

STUDENT AND VISITING INSTITUTION INFORMATION

Your name _____ SFU student number _____

Phone, day _____ evening _____ Email _____

Visiting institution _____ Dates: from _____ to _____

Visiting institution address _____

COURSES TO BE TAKEN

Attach course outlines for any courses to be taken at a BC university or an institution outside BC. (Maximum of 5 courses per Letter of Permission.)

VISITING INSTITUTION COURSE NAME & NUMBER	VISITING INSTITUTION COURSE TITLE

REASONS FOR TAKING THE ABOVE COURSE(S) AWAY FROM SFU

- Valid academic reason (you must attach a letter outlining your reasons: see reverse for acceptable reasons)
- Residing in another province or remote location (indicate location): _____
- Other: you must consult with an advisor, who must email a letter of support to the Faculty advisor:
 - I have spoken to one of the following:
 - Department Advisor
 - Faculty Advisor

Advisor's name _____ Signature of approval _____

Your signature _____ Date _____

- Check here if these courses are to be used for student loan purposes.
- Check here if these courses will be taken in your last term before graduation. If so, this may delay your graduation by one term.
- Check here if participating in the Dual Enrolment Pathway Partnership with Kwantlen University (Science).

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.486 s.27[4a]). This information is needed, and will be used, to update the student's record. If you have any questions about the collection and use of this information contact the Associate Registrar, Information, Records and Registration, 778.782.3296.

CONSULT THESE GUIDELINES BEFORE COMPLETING THE FORM ON THE REVERSE.

All students considering requesting a Letter of Permission should consult an academic advisor. The Faculty advisor (and the department advisor if a program has been declared) will be contacted by Student Services for approval. Students should allow **six to eight weeks for processing** of their request. Normally, a Letter of Permission will not be approved retroactively.

CAN ANY STUDENT APPLY FOR A LETTER OF PERMISSION?

Students must have completed a **minimum of 9 units at SFU** and must be in **good academic standing** at the time they submit their request for Letter of Permission to Student Services. Since standing is achieved once all grades for the term have been received, students may have to wait until their third term at SFU to be eligible to take a course elsewhere. Students pursuing an SFU degree, diploma or certificate must apply for a Letter of Permission, while students in a non-degree program are not eligible to apply.

CAN I APPLY FOR A LETTER OF PERMISSION TO TAKE A COURSE AT ANOTHER INSTITUTION FOR ANY REASON?

Permission to take a course at another institution will not be granted unless a valid academic reason is provided. For example, taking a course in a discipline not offered at SFU, such as Czech language, or taking a course in another province if the student will be living there at the time. While an approved Letter of Permission guarantees that the credit will count toward the overall credit requirement, it does not guarantee that the credit will meet a specific program requirement.

WHAT GRADES MUST I ACHIEVE IN THE COURSES IN ORDER TO RECEIVE TRANSFER CREDIT?

Students must achieve a grade of at least C (2.0 numeric equivalent) or 60% in order to receive transfer credit for courses completed at other institutions. Courses where the grade is Pass/Fail (P/F) cannot be processed for transfer credit. It is the student's responsibility to ensure that an official transcript from the host institution is forwarded to Student Services at SFU in order for transfer credit to be granted.

CAN MY REQUEST FOR LETTER OF PERMISSION BE DENIED?

Your request for Letter of Permission would be denied for the following reasons:

- you are not in good academic standing (on academic probation)
- you are attempting to raise your SFU CGPA by taking courses elsewhere*
- you are attempting to remove a poor grade from the calculation of your SFU GPA *
- tuition fees are lower at the other institution
- the other institution is more conveniently located (e.g. closer to home or work)
- the course is easier to complete at the other institution
- the course is full at SFU
- the course is not being offered in that particular term at SFU
- the course is in conflict with other SFU courses.

* A student cannot remove an F, N or poor grade from their SFU record by repeating the course at another institution. Transfer credit is not used in the calculation of the SFU CGPA.

CAN MY REQUEST FOR LETTER OF PERMISSION BE APPROVED FOR NO EXTRA CREDIT?

If a student has already reached the maximum allowable transfer credit for their degree, the Letter of Permission will be approved for **substitution only**.

IMPORTANT CONSIDERATIONS WHEN REQUESTING A LETTER OF PERMISSION:

- you must complete a minimum of 30 upper division units at SFU for your degree
- a minimum of 15 of the upper division units in your major must be taken at SFU
- a minimum of 7 of the upper division units in your minor must be taken at SFU

If you have declared a program (major, minor, etc.) please check your requirements with your department advisor.