

LETTER OF PERMISSION

To apply for a Letter of Permission:

- at a university within Canada, follow the steps outlined below.
- at an international university, before completing the steps below, you **MUST** complete/submit the [Application for Letter of Permission at an International University](#) to the Associate Dean (Academic) Office.

STEP 1: Course Equivalency

To determine if an equivalency exists for your preferred course(s), go to: registrar.mcmaster.ca under the **Self Serve** options, select **University/College Transfers** > under **Post Secondary Transfer Credits**, select **View Courses**

If the course equivalency exists, follow the steps below.

If the course equivalency does **not** exist, submit a comprehensive course outline to lopsci@mcmaster.ca so that the equivalency can be determined. Note, this process can take weeks and, therefore, must be completed well in advance of the start of the intended term of study.

STEP 2: Applying for the Letter of Permission

Mosaic Student Centre > My Academics > Student LOP App - Apply for Letter of Permission

- When applying, use the spyglass lookup to select items such as host university and course code/subject.
- The status of the LOP application can be monitored in Mosaic where the application was created.
- Students are responsible for making a formal application to the institution where they intend to study. All enrollment dates/deadlines should be followed in accordance with the host institution.

STEP 3: Submit an Official Transcript

- Upon course completion, arrange for an official transcript to be sent to the Office of the Associate Dean (Academic), Faculty of Science. Hand-delivered transcripts must be in a sealed/unopened envelope.

IMPORTANT NOTES:

- A minimum grade of C- (60%) is required for transfer of credit and a grade of T (Transfer) will appear on the McMaster transcript. The units will count towards your degree and are used to satisfy requisites, however, will not be calculated in the grade point average.
- For courses with grades of less than C- (60%) a grade of NC (No Credit) will appear on the McMaster transcript. These units will not count towards the degree or satisfy requisites, nor will they be calculated in the grade point average.
- For students in their final (graduating) year, official transcripts from the host institution must be received in the Office of the Associate Dean (Academic), Faculty of Science, no later than May 15th for June Convocation and October 15th for the November Convocation.
- Students who complete the LOP application, but do not register in the course, **MUST** provide appropriate documentation (to prove non-attendance) to have the course dropped from the McMaster transcript.
- Students who withdraw from an LOP course must send an Official Transcript or provide a letter/e-mail from the host institution to indicate the withdrawal. Such courses will have the non-numeric grade of W assigned to the McMaster transcript.
- Students must adhere to the University's Residence Requirement.

Please direct questions or concerns regarding a Letter of Permission to lopsci@mcmaster.ca.