

Letter of Permission Guide

Application Process

Application is through Carleton Central (Student Services/ Online Applications). Application dates and deadlines are:

Summer registration:	January 1 to March 1
Fall registration:	April 1 to July 1
Winter registration:	April 1 to November 1

Many institutions will ask you to submit an application for visiting student status and provide you appropriate dates for registration.

*Please note: There are no deadlines for Athabasca University as the start date for courses occurs throughout the year.

N.B.: Tuition fees are paid to the host institution.

Course Descriptions

Course Descriptions should be cut and pasted from the host university website or online calendar.

Fees

A non-refundable application processing fee will be charged to your student account when you submit your online application. Please visit the Registrar's Office Web site for current fee listings.

Conditions of approval for a Letter of Permission

1. You must be in Good Standing in a degree program.
2. You must present the minimum CGPA for **graduation** (see chart below). Some programs have higher requirements.

	Overall CGPA	Major or Majors	Concentration or Specialization	Minor
Honours Degrees	5.0	6.50	6.50	6.50
Engineering Degrees	5.00	not used	5.00	5.00
Major, General or BIT Degrees	4.00	4.00	4.00	4.00
ARCH or BID degrees	4.00	not used	n/a	4.00

3. Your proposed program must meet the following Carleton residence requirements:

- **To be eligible for graduation** with a Carleton degree, certificate or diploma, each student must present a certain number of credits earned at Carleton University which have not been presented to fulfil any degree that has been previously awarded including a degree or degrees at Carleton University. These are referred to as **residency credits**. Courses taken under the University of Ottawa Exchange Agreement do not count as residency credits.

- **All Degree students must present a minimum of 5.0 credits of residency credits.** To be eligible for graduation with a General degree, these residency credits must include at least 3.0 credits that are both in the Major and at the 2000-level or above. For Honours degrees, these residency credits must include at least 3.0 credits that are both in the Major and at the 3000-level or above. For Combined Honours programs the residency credits must include a minimum of 1.5 credits in each Major and at the 3000-level or above.

- To be eligible for graduation with a **Minor**, students must present a minimum of 2.0 credits of residency credits in each Minor.

- Due to accreditation requirements, the minimum number of residency credits for students in the **Faculty of Engineering and Design** is half of the total number of credits required in the program.

- To obtain an **undergraduate certificate** from Carleton University, students must present residency credits including a minimum of 4.0 credits taken at Carleton including all required courses.

4. You must have a major, and the proposed course must be acceptable to your program. For example, you will not receive approval for a first year course if you have already attained the maximum number of first year courses for your program;

5. You must have completed at least 4.0 credits at Carleton towards your current degree program;
6. Letter of Permission courses are counted as credits towards your overall course load in the term the course(s) are approved.
7. The course taken on Letter of Permission must be within a discipline that is taught at Carleton University.
8. Courses taken and passed at Carleton may not be repeated on a Letter of Permission
9. Credit will not be given for equivalent courses taken in two different degree programs at the same time; if you are admitted into a degree program at the host institution, you forfeit degree standing at Carleton and your Letter of Permission becomes null and void;
10. You must meet the pre-requisite requirements for courses at the host institution and for the Carleton equivalents of those courses;
11. You must meet all terms and conditions as specified on the Letter of Permission. While studying on the Letter, you remain governed by all Carleton rules and regulations appropriate to your program. Failure to meet these terms could result in the Letter of Permission being declared null and void, and/or failing grades being assigned to your record.
12. You must be eligible to register in courses (no holds on your account preventing registration)

Submission of Transcripts from the Host Institution

You are responsible for arranging to have official transcripts sent to the Registrar's Office upon completion of the course. The Registrar's Office cannot accept photocopies, faxes, or letters. A grade of "UNS" will be assigned to any course for which an official transcript is not received. Transcripts are due by May 1 for fall/winter courses, and October 1 for spring/summer/Intersession courses.

Graduation

If you choose to complete your final credit for graduation on a Letter of Permission, be aware of the following:

1. You must submit a formal application for graduation, which must be received in the Registrar's Office no later than the official due date as published in the Undergraduate Calendar.
2. Since different universities have different schedules, it is possible that your transcript will arrive too late for processing before graduation. If this occurs, you will be notified that you must submit a new application for the next graduation.

Course Changes

Notify the Registrar's Office immediately if the course you applied for is filled or cancelled when you arrive at the host institution. If you wish to apply for an alternate course, send the course information to your registrar specialist by email, and the Registrar's Office will reassess your Letter of Permission (usually without further fee).

Withdrawing from Courses

Notify the Registrar's Office in writing immediately if you withdraw from any of your courses or if you do not register in any of the courses listed on the Letter of Permission. Depending on how late in the term you report your withdrawal, you may be required to provide an official transcript from the host institution confirming your withdrawal. Failure to report your withdrawals will result in a grade of "UNS" on your record. Abandoning a course after the last date for withdrawal at the host institution will also result in a grade of "UNS."

Your Carleton Transcript

Credit for courses taken on a Letter of Permission is recorded on a "pass" or "fail" basis. A passed course counts as an attempt, but will not be figured into your Cumulative Grade Point Average (CGPA). A failing grade earned on a Letter of Permission will be included in the calculation of discredits, but will not be calculated into your CGPA. Failing grades earned while on Letter of Permission will be assigned a grade of "UNS."

Further Questions

If you have difficulty choosing courses, consult your major or honours supervisor in your department, or an academic advisor in the Academic Advising Centre, 302 Tory (520-7850). Bear in mind that only the Registrar's Office can determine your eligibility for and issue a Letter of Permission.

Carleton University
Registrar's Office
300 Tory Building, 1125 Colonel By Drive
Ottawa, ON K1S 5B6
tel: (613) 520-3500 fax: (613) 520-4410