Carleton University

Application Process

Applications are through Carleton Central. Application deadlines are 4 weeks prior to the start of the term at the host institution.

Applications open via Carleton Central as follows:

Summer registration:	February 1
Fall registration:	June 1
Winter registration:	June 1

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

Course Descriptions

You are responsible for providing the Registrar's Office with a course description. Course descriptions should be copied from the host university website or online calendar.

Application and Tuition 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 website for current fee listings.

Tuition fees are paid to the host institution.

Conditions of Approval for an LOP

1. You must be Eligible to Continue as of your most current Academic Continuation Evaluation;

2. You must have completed at least 3.0 credits at Carleton towards your current degree program;

3. You must present the minimum Cumulative Grade Point Average(s) (CGPA) required for graduation (please refer to the following table);

	Overall CGPA*	Major(s)	Concentration or Specialization	Minor**
Honours Degrees	5.00	6.50	6.50	4.00
Engineering Degrees	5.00	not used	not applicable	4.00
15 and 20 credit Non-Honours Degrees	4.00	4.00	4.00	4.00
BCom Non-Honours Degree	5.00	5.00	not applicable	4.00
Post- Baccalaureate Diploma	6.50	not applicable	not applicable	not applicable

Notes:
*Some programs have higher requirements.
** Minor CGPAs are only assessed in cases where the course(s) requested via LOP count towards the Minor requirement.

4. You must meet Carleton University's prerequisites and, if applicable, minimum prerequisite grade requirement(s) for the course(s) you wish to take on an LOP.

5. You must be enrolled in a degree program, certificate, or post-baccalaureate diploma, and the proposed course(s) must be acceptable for your program. For example, you will not receive approval for a 1000-level course if you have already attained the maximum number of 1000-level credits permitted in your program;

6. Courses taken and passed at Carleton may not be repeated on LOP;

7. The course(s) taken on LOP must be within a discipline that is taught at Carleton University;

8. LOP courses are counted towards your overall course load and registration limit in the term for which they are approved;

9. To be eligible to graduate with a Carleton degree, certificate, or post-baccalaureate diploma, you must present a certain number of credits earned at Carleton University which have not been used towards any previous degree(s). These are referred to as residency credits. Courses taken on LOP do not count as residency credits nor do they satisfy the advanced credits in the major requirement;

10.   You must be eligible to register in courses (i.e., there can be no holds on your account preventing registration);

11.   You must meet all terms and conditions as specified on the LOP. While studying on the LOP, you remain governed by all Carleton rules and regulations appropriate to your program. Failure to meet these terms could result in the LOP being declared null and void, and/or failing grades being assigned to your record;

12.   Credit will not be given for equivalent courses taken in two different degree programs at the same time. If you are admitted to a degree program at the host institution, you forfeit degree standing at Carleton and your LOP becomes null and void;

13.   Approval of an LOP for students in a Bachelor of Engineering degree is at the discretion of the Faculty of Engineering and Design and is assessed on an individual basis considering specific content and program-level requirements. Engineering students are not permitted to complete engineering courses at international institutions;

14.   Students wishing to take a Computer Science (COMP) course via LOP must ensure that all course components, including examinations, are delivered in person. The School of Computer Science will not approve LOPs for COMP courses offered online.

Transcripts from the Host Institution
You are responsible for arranging to have official transcripts sent to Carleton Univeristy's 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 February 1 for fall courses, May 1 for winter courses, and October 1 for spring/summer courses.

Graduation
If you choose to complete your final credit(s) for graduation on LOP, be mindful that different universities have different schedules, and it is therefore 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 term.

Course Changes
Notify the Registrar's Office immediately if the course you applied for is full or cancelled. 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 LOP (usually without further fee).

Withdrawing from Courses
Notify the Registrar's Office by email immediately if you withdraw from any of your courses or if you do not register in any of the courses listed on the LOP. 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 withdrawal 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 LOP is recorded on a "pass" or "fail" basis. A passed course will be assigned a final grade of "SAT," and a failed course will be assigned a final grade of "UNS." Courses taken on LOP will not be used in the calculation of your CGPA.

Travel Risk Management
If you are attending an institution outside of Canada on an approved Letter of Permission, it is important to complete the Carleton University Travel Registry and the Government Travel Registry for your own protection in the event of an emergency abroad or a personal emergency at home.

• Registration of Canadians Abroad: https://travel.gc.ca/travelling/registration. This website is a free service that allows the government to notify travellers of an emergency.
• Students can register for the Carleton Travel Registry in Carleton Central under the "Personal Information" section, under the "Travel Registry" tab.

Further Questions
If you have questions about your remaining degree requirements, please consult your academic department. Engineering students should contact the Academic Support Office at EngAcadSupport@carleton.ca prior to submitting an application for an LOP. Please be advised that only the Registrar's Office can determine students' eligibility and formally issue an LOP.

Carleton University
Registrar's Office
registrar@carleton.ca
tel: (613) 520-3500