

# Letter of Permission

## LETTERS OF PERMISSION: TRANSFER OF CREDIT TO WESTERN

A Letter of Permission is a document that enables a Western undergraduate to enroll at another university for formal admission to the other university. Upon completion, the courses are transferred to the student's record at Western.

Students apply to the Dean of their Faculty for a Letter of Permission to take courses at another university.\* Approval shall be at the discretion of the Dean, who shall base the decision on the applicant's overall academic record, the appropriateness of the particular course to the applicant's program at Western University, and on any other factors he/she may deem relevant. For substitution of required, principal or prerequisite courses, the Dean will also obtain approval of the relevant Department at Western. Note that each request is considered individually; that is, approval of a particular course by one Faculty at Western University does not guarantee approval of other courses.