

# Letter of Permission (LOP) Request

## Office of the Registrar

**Oshawa Campus**

2000 Simcoe Street North, Oshawa, ON L1G 0C5  
 transfers@durhamcollege.ca  
 Tel: 905-721-2000 ext. 7605

**Whitby Campus**

1610 Champlain Avenue, Whitby, ON L1N 6A7  
 transfers@durhamcollege.ca  
 Tel: 905-721-2000 ext. 7605

PERSONAL IDENTIFICATION	
First name	Last name
Student ID	Phone number
Email	Program

**Please complete the following information pertaining to the course you intend to complete and the Durham College course you are looking to be exempted from, attach a detailed course outline from the host institution course for assessment, and pay the \$16 assessment/processing fee.**

**Please review reverse of form for full details on Letter of Permission eligibility and conditions.**

**Requests must be submitted in full (including course outline) at least 4 weeks prior to course commencement.**

HOST INSTITUTION COURSE INFORMATION	
Course Code and Title	Name of Institution
Requested Term (Term you plan to complete course)	
DURHAM COLLEGE COURSE TO BE REPLACED	
Course Code and Title	

PAYMENT DETAILS
<p>Please note Durham College is no longer permitted to accept credit card payments on paper based forms to ensure protection of credit card data. You can fill out this form and submit it to the Office of the Registrar or <a href="mailto:transfers@durhamcollege.ca">transfers@durhamcollege.ca</a> and then make your payment on your Durham College account.</p> <p>You can do this through an online payment from your banking institution by adding 'Durham College' or Durham College - Tuition as a payee and using your nine-digit student number as your account number. You may also make your payment through the MyCampus payment portal (under Helpful Links – Paying Your Fees – click Credit Card payment).</p> <p>If you have not accessed your MyCampus portal in more than 90 days you will be required to reset your password for security purposes. You can do this by clicking this <a href="#">link</a> and following the steps. If you experience difficulty resetting your password please call 905.721.3333 or call 905.721.3000 if you have any questions. Please note your service request may be held until payment is received in full.</p>

FOR OFFICE USE ONLY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED  COMMENTS:	Date Student Notified: _____  Date Transcript Provided: _____  Date Credit Applied: _____

A **Letter of Permission (LOP)** is formal permission for a student to complete a course at another accredited post-secondary institution and apply the course toward their Durham College program.

Additional information regarding course eligibility for a Letter of Permission can be found at:

[www.durhamcollege.ca/credittransfer](http://www.durhamcollege.ca/credittransfer)

<b>ELIGIBILITY</b>
To be eligible to apply for a Letter of Permission, you: <ul style="list-style-type: none"><li><input type="checkbox"/> Must be actively enrolled in a program at Durham College.</li><li><input type="checkbox"/> Must be in good standing with Durham College.</li><li><input type="checkbox"/> Must not be in the first semester of your program (as you will not have standing in your program).</li><li><input type="checkbox"/> Must not have any academic integrity alerts on your record.</li><li><input type="checkbox"/> Must not exceed residency requirements for program if approved (if in receipt of transfer credits or PLAR).</li></ul>

<b>CONDITIONS</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Course level at the host institution must match the course level of the Durham College course you're seeking exemption from (i.e. diploma level for diploma level, degree level for degree level).</li><li><input type="checkbox"/> Submitted course must be 80% similar in content/learning outcomes to the requested Durham College course.</li><li><input type="checkbox"/> If approved, you must complete the course with the minimum grade requirement (60%/C or passing grade for the required course, whichever is higher, as outlined by program requirements).</li><li><input type="checkbox"/> Non-numeric grades will not be accepted for a Letter of Permission (i.e. any Pass/Satisfactory grading).</li><li><input type="checkbox"/> Courses must be completed in the term approved through the Letter of Permission. If you are unable to meet this timeline then an official extension must be granted by the credit transfer office.</li><li><input type="checkbox"/> Courses completed on a Letter of Permission will be recorded as a "TC" (transfer credit) and will <u>not</u> count toward term or program GPA (grade point average)</li><li><input type="checkbox"/> If you are approved to complete a Letter of Permission for a course without having completed the Durham College course pre-requisites, approval on the Letter of Permission does not waive the pre-requisite classes. All courses in the program must be completed to graduate with the credential.</li><li><input type="checkbox"/> Once the course is completed, you must provide an official transcript to the credit transfer office : Attn: Durham College Credit Transfer Office 2000 Simcoe Street North Oshawa, Ontario L1G 0C5 Students completing their final course through the LOP process must have their official transcript submitted to Office of the Registrar a minimum of 45 days prior to their applicable spring or fall convocation date.</li></ul>

I have read and accept all conditions outlined on this form.

<b>Student signature</b>	<b>Date submitted</b>
--------------------------	-----------------------