THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Applied Science
School of Engineering
Okanagan Campus

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School of Engineering
Okanagan Campus
1137 Alumni Avenue
Kelowna, BC Canada V1V 1V7

School of Engineering

Letters of Permission:

UBC students are expected to complete degree requirements at UBC. In some circumstances, faculties may grant students permission to study outside of UBC with a Letter of Permission (LOP).

An LOP is an agreement between you and the institution that allows you to remain a UBC student and guarantees that you will get transfer credit for the course (s) you complete. An LOP must be approved by the School of Engineering prior to registering at another college or university. Without an approved LOP, UBC has no obligation to award transfer credits.

Note that Letters of Permission are only granted in extenuating circumstances. Proximity to home or lower cost of taking the course at another institution alone are not sufficient reasons for taking a course elsewhere. Students may be asked to provide a rationale for the LOP request.

You do not need a Letter of Permission if you are taking courses at a partner university through the CIE or Go Global, are leaving UBC to complete your degree elsewhere, or do not intend to apply credit completed towards your degree.

Student Eligibility
Students requesting an LOP must:
- have already studied at least one semester at UBC,
- be in good academic standing,
- have an Academic Period Average at or above 60% when the request is made, AND
- be eligible to take courses in the following Winter session.

Restrictions:
- Students who are On Academic Probation, Failed, Required to Withdraw, or Failed, Permitted to Continue standings will not be granted a Letter of Permission.
- If you are assessed Failed, Required to Withdraw after granting the LOP will be revoked and credit will not be granted.
- A maximum of nine credits per student may be taken outside of UBC through LOP.

Course Eligibility:
The course eligibility is determined by the following criteria:
- LOPs are only allowed for courses deemed by the school to be equivalent to first year Applied Science (excluding APSC 169 and 171), Humanities elective courses, lower-level Minor courses, or lower-level Mechatronics Concentration courses.
- All courses must be from transferable post-secondary institutions within Canada.
- Students looking for course equivalencies can use https://www.bctransferguide.ca/ as a tool to find equivalent courses but that does not guarantee that UBC will accept the course or that the LOP will be approved.
- If the course has not been previously reviewed, the School of Engineering may request a copy of the course syllabus to assess the course equivalency.

Conditions:
In requesting an LOP, you are agreeing to the following conditions:
- If your LOP request is approved, the School of Engineering will reduce your credit limit in the semester it was approved by 3 credits for each LOP course.

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- The Letter of Permission is approved only for the specific courses listed and for the term and dates indicated on the LOP. If your plans change and you opt to take the course in another term, you must re-apply for an LOP for the new course dates.
- Depending which term you request the LOP, we require the course to be completed within the established term dates:
  - FALL TERM = September 1st – December 31st
  - WINTER TERM = January 1st – April 30th
  - SUMMER TERM = May 1st to August 31st
- Taking a course via LOP can cause delays in subsequent registration if the course you are taking via LOP is a prerequisite for a course you plan to take in the following term. For example, if you plan to take a course in the Summer term via LOP that is a prerequisite for a course occurring in the Fall term, you will not be able to register into the Fall term course until your transcripts are received. This could mean that instead of registering in June or July you need to delay your registration until September. For this reason, we do not recommend taking courses that are prerequisites for courses via LOP.
- Due to possible delays in sending transcripts and updating your UBC record, and resulting impacts to graduation deadlines, we do not recommend taking a course via LOP in the final term of your degree. If you do, you do so at your own risk and accept possible delays in graduation.
- LOP applications should be submitted a minimum of one month before the course start date to ensure adequate processing time.
- If you receive an LOP, it does not guarantee your admission to another institution. You need to meet all entry requirements as a visiting student at the host institution.
- Retroactive LOPs will not be approved; students must obtain an LOP *before* taking a course elsewhere.

Apply for a Letter of Permission here: https://forms.ok.ubc.ca/school-engineering-letter-permission-application

When you have completed the course, you are responsible for ordering an official transcript and having it sent directly from the other institution to UBC to:

UBC Okanagan - Enrolment Services or final.grades@ubc.ca
UNC 322 3272 University Way
Kelowna, BC Canada V1V 1V7