

Applying for a Letter of Permission in the Faculty of Arts and Science

Introduction

Welcome to the Faculty of Arts and Science and International Programs Office's guide to applying for a Letter of Permission (LOP)!

Students in the Faculty of Arts and Science may take domestic or international courses at external institutions on a LOP. We will coordinate with departments on our campus to verify that your courses of interest can be transferred for credit back to Queen's and match the learning outcomes of the course with an equivalent that is offered here.

Please read this guide carefully. If you are using Adobe Acrobat to view this application, you can navigate to the different sections on the left-hand side of the application. Topics covered in this guide include:

- [Introduction](#)
- [Terms and acronyms](#)
- [Updated regulations](#)
- [Institution and course eligibility](#)
- [Pre-application checklist](#)
- [Letter of Permission step-by-step guide](#)
- [Frequently asked questions](#)

Feel free to visit one of our landing pages for a more general overview of LOPs:

- **Domestic** LOPs: COMING SOON
- **International** LOPs: <https://www.queensu.ca/ipo/study-abroad/international-letter-permission>.

If you have any questions **after** reading the entirety of this document, please feel free to contact one of our offices, depending on the type of LOP you applied for:

- **Domestic** LOPs: asc.studentservices@queensu.ca
- **International** LOPs: ilop@queensu.ca

Terms and Acronyms

Below is a list of terms and acronyms that are important for understanding this document.

Term/Acronym	Definitions
FAS	Faculty of Arts and Science. Deals with domestic applications.
IPO	International Programs Office. Deals with international applications.
LOP	Letter of Permission.
ILOP	International Letter of Permission. The term "ILOP" is not differentiated on SOLUS – it is simply a way for the IPO to indicate that the LOP in question is international.
Domestic	LOPs for courses at host universities within Canada.
International	LOP for courses at host universities outside of Canada. Courses that take place internationally that are offered by domestic institutions are considered international.
Host	The university or institution in which you have applied for your LOP.
UNSP	Unspecified course code prefix. This means that the course in question is part of a department at the host institution that does not exist at Queen's, and therefore does not have a direct Queen's equivalent. e.g., UNSP 2UNS, an unspecified course that is at the 200-level.
UNS	Unspecified course code suffix. This means that the course in question does fit into a department at Queen's, but does not have a direct equivalent course, and therefore does not have a direct Queen's equivalent. e.g., ECON 3UNS, an unspecified ECON course that is at the 300-level.
<u>HIST</u>: LEC, SEM <u>PSYC</u>: CLN, DEV, COG, SOC, BHN <u>GPHY</u>: HUM, PHY, REG, TEC	Unspecified course code suffix that fits into certain Plan requirements depending on a student's degree Plan. These are mainly used in HIST, PSYC, and GPHY Plans. If you are not in a Plan that requires these categories, they will act as UNS course suffixes as defined above. e.g., PSYC 2SOC, an unspecified PSYC course at the 200-level that can fulfill the "PSYC_Social" category in PSYC Honours degrees.

New Regulations – What's Changed?

As of June 2024, Academic Regulation 14 and general policies regarding LOP courses have changed.

For an list of eligibility requirements and policies, please visit the [previously linked landing pages](#) as well as the [Academic Regulation 14 and 16](#).

The main changes to note are as follows:

1. Students may take a maximum of 6.0 units of Independent Study Abroad and Letter of Permission transfer credits throughout their undergraduate career. This does not include admission transfer credits or exchange transfer credits.
2. Rarely, and only with exceptional circumstances, may the 6.0-unit limit be exceeded. Students will need to make this request by submitting an Academic Petition.

Situations that may warrant a petition:

- Taking courses at another institution is necessary due to unexpected extenuating circumstances
 - The host institution and courses present an exceptional academic opportunity not available at Queen's
3. Starting with courses to be taken during the Winter 2025 term, applications must be received within the timeframes below. Late applications cannot be accepted.
 - **Fall term:** May 15 – July 1
 - **Winter term:** September 15 – November 1
 - **Summer term:** January 15 – April 1
 4. To earn transfer credit (TR), students must receive a passing grade in their LOP courses. This is the Queen's equivalent of a D- or 50% on our grading scale.

Institution and Course Eligibility

Institutions

There are certain criteria that need to be met for an institution to be eligible for us to allow a student to take courses there on a LOP. Courses on a LOP must be taken at an accredited academic institution approved by FAS (domestic LOPs) or the IPO (international LOPs).

For an institution to be eligible to take courses on an LOP, it must:

- Be an accredited university
- Be a degree-granting institution where grades are issued on an official transcript
- **Be approved by FAS/IPO**

Institutions that are not eligible to take courses on an LOP:

- Community colleges
- Some online platforms (e.g., Coursera, edX)
- Certain "expedited" education institutions (e.g., "cram" schools)
- Most continuing education institutions or colleges within an institution
- Institutions that do not offer official transcripts (e.g., may only provide a certificate)

Courses

There are certain criteria that need to be met for courses to be eligible for us to allow a student to take them. LOP-approved courses must follow the same general standards as Queen's courses.

For a course to be eligible to take on an LOP, it must:

- Be developed, assessed, and delivered by the accredited degree-granting university to which the ILOP is issued for
- Be a course that will end with the student receiving a grade on an official transcript
- Be similar in unit weight/rigor, contact/instructional hours, and duration as a comparable course offered by FAS *
- Be scheduled within a regular term timeframe
- **Be approved by FAS/IPO**

** Courses must be similar in length and rigor as a comparable FAS course (i.e., a minimum of 6 weeks and/or 36 contact hours for an equivalent 3.0 unit course at Queen's, and a minimum of 12 week and/or 72 contact hours for an equivalent 6.0 unit course. at Queen's.*

Courses that are not approved for transfer credit:

- Academic and/or practical courses that are at the community college or high school level.
- Courses offered intersessionally (i.e., between terms).
- Courses that are graded on a Pass/Fail or another non-graded basis.
- Language courses that are only awarded a certificate and not on an official transcript.
- Courses that would be assessed as courses from another faculty (i.e., Faculty of Education, Faculty of Law, Smith Engineering, and School of Nursing).
- Courses that would be assessed as Smith School of Business BCOM-restricted courses.
- Internship courses.

Eligibility Questions?

Still unsure if the institution and/or courses you are looking at would be transferable or not?

Applications for institutions and/or courses deemed ineligible for transfer credits will be denied. Institutions deemed ineligible for transfer credit may still appear on SOLUS on the 'Transfer Credit Source Information' page of your application.

Since application fees are non-refundable, be sure the institution at which you wish to study satisfies the above criteria.

- ★ **For students looking to complete an ILOP or Independent Study Abroad through the IPO, please be sure to visit the full list of institutions and courses not approved for transfer credit COMING SOON.**

Pre-Application Checklist

General

1. Read the relevant LOP Landing page.

Reading our landing pages will give you a digestible version of the eligibility requirements for students to be approved for a LOP application. [You can find the links to our landing pages on the first page of this document.](#)

2. Read the relevant Academic Regulations.

Please be sure to read [Academic Regulations](#) 14 and 16 for more detailed information on Letters of Permission and Transfer credits.

- **Academic Regulation 14** is an overview of how transferring credits from another university works and eligibility requirements. Reading over this regulation will make sure that it is less likely your application will be denied.
- **Academic Regulation 16** is an overview of how many transfer credits can be applied to your Degree Plan. The approval of a LOP does not guarantee the courses can be used towards your Plan requirements. Regulation 16.1.3 covers Honours degrees, and 16.2.3 covers General degrees.

3. Obtain course outline(s).

Make sure that you obtain the full course outline/syllabus for each course you plan on applying for. Course descriptions will be rejected as they do not contain enough information to determine a Queen's equivalent course. We cannot accept outlines written in a different language nor self-translated versions. They must be in English and directly from the institution offering the course.

ILOP Specific

4. Ensure your institution is one we accept transfer credits from.

A list will be COMING SOON.

5. Sign up for OCASP (if travelling).

For safety during your in-person International LOP, please visit the [Off-Campus Activity Safety Policy \(OCASP\) webpage](#) for important information. Using the Safe Travel Activity Registration Tool (START) is optional but recommended.

Letter of Permission Guide

Overview

This Letter of Permission guide will cover the instructions for both domestic and international LOP applications. A note will be made any time that an instruction may differ between the two.

Here is a brief overview of the steps involved in creating a LOP application on SOLUS:

1. [Navigate to the Transfer Credit application page on SOLUS.](#)
2. [Create a new application.](#)
3. [Fill out your request type and academic information.](#)
4. [Indicate the institution where you intend to take your course\(s\) at.](#)
5. [Fill out information pertaining to the course\(s\) you plan on taking.](#)
6. [Review course equivalency results and rulings.](#)
7. [Submit and pay for your application.](#)
8. [Wait for a decision on your application.](#)
9. [Register with the host institution.](#)
10. [Have your official transcript sent to us upon completion of your course\(s\).](#)

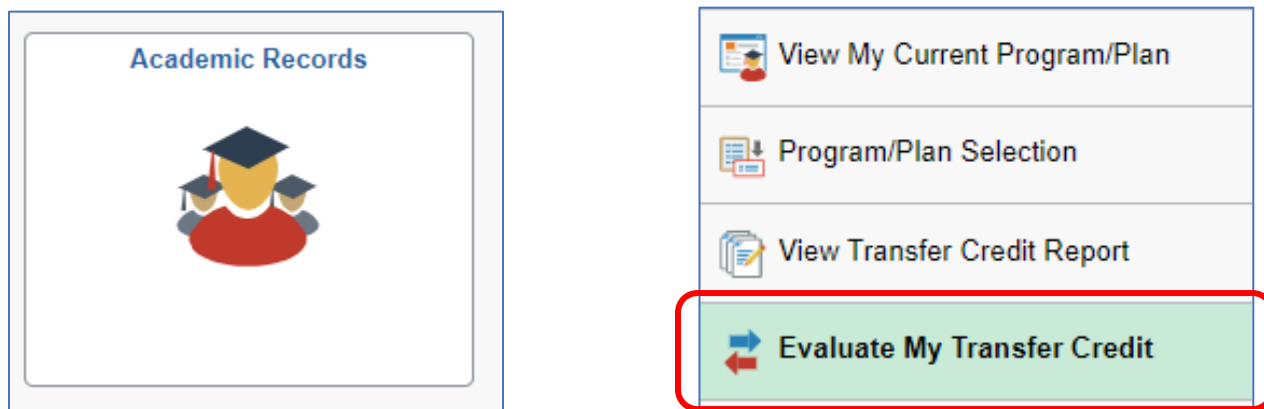
Each step in the above overview is clickable and will lead you to that specific step. You can also navigate steps by using the lefthand navigator on Adobe Acrobat.

- ★ Domestic and international LOPs are not differentiated on the application system through SOLUS; both are to be requested as a 'Letter of Permission'.

Step-by-Step Guide

1. Navigate to the Transfer Credit application page on SOLUS

Navigate to your Student Centre in SOLUS. Select the 'Academic Records' tile on the top row and then 'Evaluate My Transfer Credit' on the left sidebar.



2. Create a new application

Read through the information under 'Letter of Permission'. Select 'Create New Request' to proceed to the 'Transfer Credit Model Information' page. You will select this option for both domestic and international applications.

the December break (December 1, 2023 - January 31, 2024) nor for short-term online courses offered during the 2024 Winter Term (duration 6 weeks or less).

Please note that an application for a Letter of Permission may incur an administrative fee established by your Faculty or School. If you are a student in a Faculty or School with a fee, you will be prompted for payment before submitting your application. Failure to pay the fee means your application is incomplete and will not be processed.

No fee is charged for the evaluation of transfer credits upon your admission or upon returning from a Queen's exchange program.

Exchange Transfer Credits: Use this request type if you have taken courses as part of an exchange program at an external institution and you want to transfer courses. There is no fee for an Exchange Transfer Credit request. You can submit all courses you took while on exchange in one request.

In order for transfer credits to be awarded, we need to have an official transcript on file.

[Create New Request](#)

3. Fill out your request type and academic information

On the 'Transfer Credit Model Information' page, select 'Letter of Permission' under 'Request Type' and complete the rest of the page by using the dropdown menus.

Evaluate My Transfer Credit

1 2 3 4

Transfer Credit Model Information

Please select the request type carefully.

Transfer Credit: If you have completed courses (Post-Secondary) at an external institution prior to joining Queen's.

Letter of Permission: If you are planning to take course(s) at an external institution while studying at Queen's (except Exchange Students).

Exchange: If you have completed courses as part of a Queen's exchange program at an external institution.

*Request Status

*Request Type

*Academic Career

*Academic Institution

*Academic Term ?

*Academic Program

* Required Field

- ★ What you input for 'Academic Term' should be the term that you plan to begin the course(s) and not the current term.

Once you have filled out each dropdown menu, select 'Next' to proceed to the 'Transfer Credit Source Information' page.

4. Indicate the institution where you intend to take your course(s) at

On the 'Transfer Credit Source Information' page, select the name of the institution where you will be taking course(s) using the dropdown menu.

Evaluate My Transfer Credit

Transfer Credit Source Information

Are you interested in transferring coursework from another institution?

Select the External Institution where you have completed or planning to take the coursework you want to transfer.

If you do not find the name of the school you attended or planning to attend, then select **'Other'** from the list.

Athabasca University

Previous Next

★ If you don't see your school listed there, please select 'Other' and fill out the full name of the institution and the country it is located in.

Select the External Institution where you have completed or planning to take the coursework you want to transfer.

If you do not find the name of the school you attended or planning to attend, then select **'Other'** from the list.

Other

*Name of School *
Country

Once you have chosen or typed the institution you wish to request, select 'Next' to move on to the 'Education Data' page.

5. Fill out information pertaining to the course(s) you plan on taking

Make sure to read through all the information on the 'Education Data' page. Here is where you will enter the course(s) you would like to take. You will need to fill out each section similar to the example photo below.

- **Year:** Enter the four-digit year that the course is being offered in, not what year you are in
- **Term Type:** Select either 'Semester' or 'Full Year' by using the dropdown menu
- **External Term:** Select either Fall, Winter, Spring, or Summer by using the dropdown menu
- **Subject:** Select a subject from the dropdown menu
- **Course Nbr:** Select the associated course number from the dropdown menu
- **Course Title:** The course title should populate automatically

If you don't see the subject and/or course number you're looking for, you can manually type the course information into the 'Subject', 'Course Nbr', and 'Course Title' fields.

- ★ If your course doesn't have a subject but has a course number, input 'GEN' into 'Subject' and the course number into 'Course Nbr'.
- ★ If your course does not have a subject OR course number, input 'GEN' into 'Subject' and the first 9 characters of the course title (including spaces) into 'Course Nbr'. Please do not enter any special characters into 'Course Nbr' (e.g., & * : ; ! ? , . () [] / \)

To add another course, select 'Add Another Course' on the left side of the screen, and then fill in the information for each additional course added. You may request up to 4 courses.

NOTE: Year and External Term refer to the term in which you started the course(s) or plan to start the course(s) at the host institution.

	*Year	*Term Type	*External Term	*Subject	*Course Nbr	*Course Title	
1	2024	Semester ▾	FALL 🔍	RELS 🔍	204 🔍	Introduction to World Relig	🗑️
Add Another Course							

* Required Field

Once you've entered your course(s), select 'Click to upload attachments' to provide us with the full course outline/syllabi. It will populate a line to upload attachments for each course.

The screenshot shows a web interface for course management. At the top right, a button labeled "Click to upload attachments" is highlighted with a red box. Below it is a table with the following structure:

External Course Name	Syllabus URL	Attached File	Add Attachment
1 RELS 204	https://www.atl	<input type="text"/>	<input type="button" value="Add Attachment"/>

Below the table, there are two buttons: "Previous" and "Save & Review". The "Save & Review" button is highlighted with a red box. The "Syllabus URL" column and the "Add Attachment" button in the table row are also highlighted with red boxes.

You may provide us with either a URL link to the course outline and/or upload an attachment in either .docx or .pdf format. When attaching a file for each course, select 'Add Attachment', and then 'Choose File' when a pop-up appears. Choose your syllabus file and then select 'Upload'. Do this for each course you list.

- ★ Please ensure that your course outlines are in English. We cannot accept outlines in other languages or self-translated versions.

The screenshot shows a "File Attachment" dialog box with a close button (X) in the top right corner. It contains the following elements:

- A "Choose File" button, which is highlighted with a red box.
- The text "No file chosen" next to the "Choose File" button.
- An "Upload" button, which is highlighted with a red box.
- A "Cancel" button.

Select 'Save and Review' to proceed to the 'Transfer Credits Results' page to view the Queen's equivalency before you pay for and submit your application.

6. Review course equivalency results and rulings

Review the Queen's course equivalency results for each of your courses and the explanations provided on the 'Transfer Credit Results' page carefully. Your courses can come back as one of three rules: 'Accepted', 'No Rule', or 'Rejected':

Accepted: The course has recently been evaluated and that there is an internal equivalency in place.

- This does not mean you have been approved to take this course.
- Once your application is submitted, your eligibility to take this course will be reviewed.

Group	External Course		Internal Equivalent	Units Transferred	Grade
1	RELS 204	Accepted	RELS 131B	6.000	TR

No Rule: The course has not been previously assessed for transfer.

- Once your application is submitted, the appropriate department will review the course information you provided to determine a Queen's course equivalency.

Group	External Course		Internal Equivalent
1	RELS 300	No Rule	

Rejected: There are three reasons that a course will show as rejected. In some cases, you may still submit a course for assessment:

- **Transfer Credit Denied/Reject Reason Found:** This course has previously been assessed and was determined to not be eligible for transfer credit.
- **Multi-course requisite not met:** The course needs to be paired with another to be eligible for transfer credit. Select 'previous' to edit your courses.
- **Date out of range/Date course taken out of range:** The course's equivalency has expired and needs to be reassessed for a Queen's course equivalent. Select 'Submit' as the appropriate department will review the course information you provided to determine the course equivalency.

Group	External Course		Internal Equivalent	Reject Reason
1	RELS 206	Rejected		Date course taken out of range

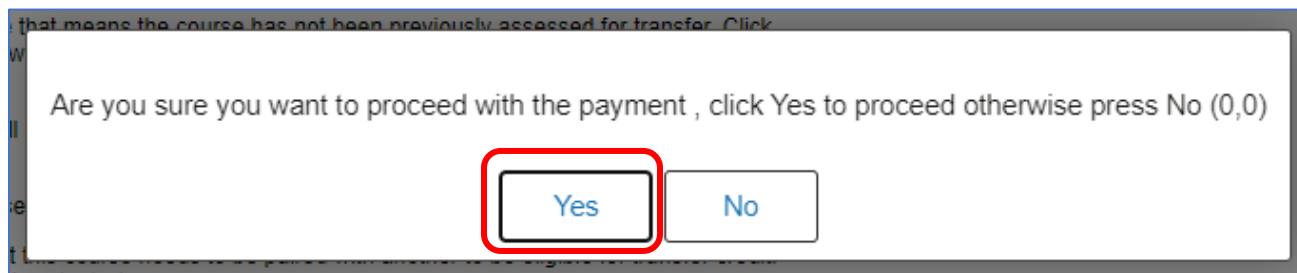
- ★ If you would like to change any of the courses on your request, you can select the 'Previous' button at the bottom of the page to go back and revise your submission before payment.

7. Submit and pay for your application

To finish submitting your LOP application, select 'Submit and Pay' on the 'Transfer Credits Results' page and then 'Yes' on the pop-up.



View Transfer Equivalency Details Previous **Submit and Pay** Return



Are you sure you want to proceed with the payment , click Yes to proceed otherwise press No (0,0)

Yes No

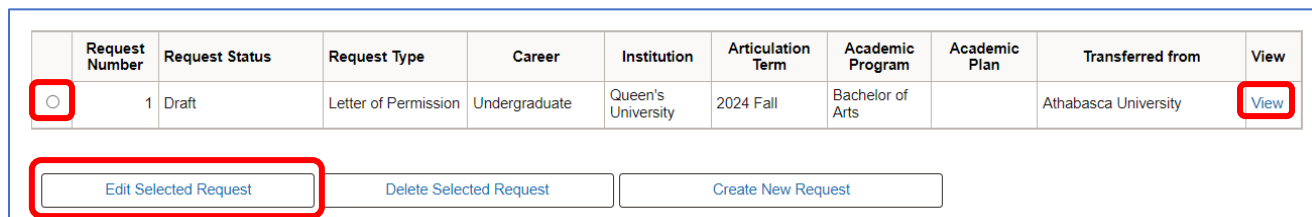
Once you have submitted your application fee, you will be emailed a receipt of your payment to your Queen's email account.

8. Wait for a decision on your application

Now that your part of the application process has been completed, you will need to wait for a decision on your application. **This can take up to 4 weeks, or longer during peak times.** Please be sure to monitor your Queen's email account for any automated updates to your application.

In some cases, your application may be assigned back to you with requests for more information – this usually happens when a course description instead of a full course outline is provided as a URL and/or attachment. To edit your application, go back to 'Evaluate My Transfer Credit' on SOLUS, select the circular checkbox on the left of the reassigned application and select 'Edit Selected Request'.

Once your LOP is ready, you'll receive an automated email letting you know you can go back into 'Evaluate My Transfer Credit' on SOLUS and view/download your approved LOP by selecting 'View' on the right of the application that was just approved.



	Request Number	Request Status	Request Type	Career	Institution	Articulation Term	Academic Program	Academic Plan	Transferred from	View
<input type="checkbox"/>	1	Draft	Letter of Permission	Undergraduate	Queen's University	2024 Fall	Bachelor of Arts		Athabasca University	View

Edit Selected Request Delete Selected Request Create New Request

9. Register with the host institution

With a LOP, it is the student's responsibility to register at the approved host institution. Be sure that you apply as a visiting or non-degree student so that you do not jeopardize your progress at Queen's. Once enrolled into your approved courses, all you need to do is to complete your course(s).

As long as you begin your course(s) within the articulation term indicated on your letter, your LOP will remain valid, even if it takes you longer than a term to complete them (so long as it is allowed by the host institution).

If you are unable to get into a course that you were approved for and wish to apply for an alternative course, you must submit another LOP application.

- ★ Students must spend a minimum of 6 weeks in self-paced courses (e.g., most undergraduate courses at Athabasca Univ) for their courses to be considered transferable.

10. Have your official transcript sent to us upon completion of your course(s)

Once you have completed your courses and your grades appear on your external transcript, please have the university send your official transcript to either FAS or the IPO. This can be done directly through email or through a third-party application (i.e., MyCreds or Transcript). **We do not accept transcripts directly from students.**

Alternatively, if digital means are not available, we will accept official transcripts through traditional mail. Keep in mind that this process is much slower and can take extra time when transferring your courses over.

FAS for <u>DOMESTIC</u> transcripts:	IPO for <u>INTERNATIONAL</u> transcripts:
<p>asc.studentservices@queensu.ca</p> <p><i>or</i></p> <p>Faculty of Arts and Science Student Services Dunning Hall – First Floor 94 University Avenue Queen's University Kingston, ON K7L 3N6</p>	<p>ilop@queensu.ca</p> <p><i>or</i></p> <p>International Programs Office B206 Mackintosh-Corry Hall Queen's University Kingston, ON K7L 3N6 Canada</p>

Frequently Asked Questions

Submission Stage

I am submitting a LOP for the first time. Can I request more than 6.0 units of courses on a LOP without an Academic Petition?

Yes, but we will make a note on your application that you may only enroll in 2 courses/6.0 units. You will be allowed to transfer back up to 6.0 units worth of courses.

I have submitted LOP transfer credits in the past and exceed the 6.0-unit limit. Can I take another 6.0 units on a LOP?

No, you will not be able to take any further courses on an LOP (unless you have successfully petitioned to exceed the limit.)

If I already have exceeded the 6.0-unit limit of LOP transfer credits in the past, will they still be valid?

Yes! Your credits that have already been transferred will not be altered or removed.

What kinds of courses can I take on a LOP?

Any course that is within the scope of FAS courses here at Queen's will likely be approved on a LOP. This includes the courses that FAS students can take at the Smith School of Business.

Please note that departments assess courses based on their subject matter expertise and they may not necessarily be evaluated as direct equivalents to your specific degree plan requirements, so we suggest that you wait for your LOP to be issued before registering.

For an overview of eligibility, please visit the previous "[Institution and Course Eligibility](#)" section of this document.

I have a sanction/hold on my account. Can I still apply for a LOP?

This depends on the type of hold on your account. Most holds are fine, but if you have a financial hold on your account or are Requirement to Withdraw, we will unfortunately have to deny your application.

I am graduating in the Spring but want to take a course on an LOP as a non-degree post-degree student. Is this possible?

No. Only degree students (excluding dual degree and second degree students) are eligible for LOPs. You are simply free to take courses elsewhere as a post-degree student outside of Queen's.

I am applying for a LOP as part of the KGU Cross-Cultural Program, the ORA Summer Language Program, and/or the OBW Summer Language Program. Are the instructions different for these programs?

While the instructions are not different for these programs, the IPO will send you an email a couple of months before your program begins that will outline more specific instructions for you to follow.

There are Pass/Fail courses that I am interested in where the institution does provide us with an official transcript after. Can I still apply for a LOP?

Pass/Fail courses may be considered for transfer credit if an official transcript from an accredited university is able to be issued. A 'Pass' must be considered the Queen's equivalent of a D- or 50%. Whether the course(s) are approved or not is up to discretion of FAS and the IPO. If the courses offer an exceptional opportunity, please contact FAS (domestic) or IPO (international) and we will review the program for eligibility.

Evaluation Stage

When will my application be processed?

It can take up to four (4) weeks to process a LOP application. This may be longer during peak application periods. We ask for your patience while we work through our queue of applications.

Can you speed up my application?

No. Be sure to apply within the timeframes for the term during which you wish to study elsewhere to ensure that your LOP is issued on time.

Can I make changes to the courses I listed on my application?

Yes, but you will need to submit a new application and pay the LOP application fee again in most cases. If a small mistake was made, for example you input the wrong articulation date or attached the wrong file, you may email us to correct it.

I no longer need a LOP. Can I get a refund?

No. The fee is non-refundable.

Transcript Stage

Can I submit my own official transcript?

No. We must receive your official transcript either by physical or digital means directly from the host university. If the host university uses a third-party service like MyCreds or Transcript, this is fine as well. Digital mail is preferred as it allows us to process your transfer credits faster. If you need to send it by physical mail, please make sure you send it to the mailing address outlined in [step 10 of the step-by-step guide](#) above.

When will my courses be transferred?

Due to the volume and liaise that is required to process LOP applications, it will take up to 3 weeks or longer to review and process transfer credits, especially toward the end of Winter and Summer terms.

When do I need to have my transcript in time for Spring/Fall graduation?

Students must ensure that their transcripts are received by our office by either May 1 for Spring convocation or October 1 for Fall convocation for their transfer credits to be processed in time for graduation.

Why are my transfer credits not included in "Term Totals" and "Cum Totals" on SOLUS?

Only courses completed at Queen's are included in these totals; however, transfer credits do appear on your Queen's transcript and contribute towards your degree requirements. Please refer to your Academic Advisement Report for confirmation. TR credits count toward your degree program requirements but are not included in your GPA.

I'm planning to apply to graduate/professional school after my undergraduate degree. How will LOP courses be viewed, will this affect my chances of being accepted for admission?

When you apply to another institution you will be required to submit transcripts from every institution you attend. Your actual grades earned from your host institution will appear on that transcript and the institution you apply to will translate all your evaluative grades from all your transcripts to match their own grading scale and they will use their own criteria to determine your eligibility for admission.