Office of the Registrar
Mattson Centre
22500 University Drive

Langley BC, V2Y 1Y1
TWU.ca/Help

Letter of Permission Request Form

A Letter of Permission Request is for current TWU Students who would like to take and transfer an external course back to TWU. Requests must be submitted and approved *prior* to enrolling in any external courses. All requests are on a case by case basis.

- Please allow 2-4 weeks to process your request.
- IMPORTANT: Courses are not always articulated (transfer decision) as requested. It is the student's responsibility to review any approval granted to make sure that it is still applicable to their program requirements and to stay within any transfer credit limits (such as LOP Restrictions, Upper Level Limits, program grade minimums, no duplicate courses, etc.). It is recommended that you review the procedure and further restrictions at: www.twu.ca/academics/office-registrar/transfer-credit. See Academic Calendar for details.
- Permission may be granted for you to transfer the requested courses, subject to approval of the Host Institution and the following understanding. The student,
 - Must be in good financial and academic standing with TWU to apply.
 - Must obtain a grade of D (53%) or better for each course, unless otherwise specified by dept. requirements (see Academic Calendar for details).
 - Must complete any approved courses within a year of approval or re-submit a LOP request (decision subject to change).
 - If you substitute or change enrollment in any of the above courses you must resubmit a new LOP Request.

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