LETTER OF PERMISSION

Questions or concerns regarding your Letter of Permission may be directed to lopsci@mcmaster.ca

APPLYING FOR A LETTER OF PERMISSION (LOP)

- To search for course equivalencies, follow these steps:
  
  *Office of the Registrar Website ([https://registrar.mcmaster.ca/](https://registrar.mcmaster.ca/)) > Current Students > Build Your Degree/Enrol > Transfer and exchange students > course equivalencies*

- If the course does not appear when using the lookup list, it can be reviewed for equivalency by sending a full course outline to lopsci@mcmaster.ca

- When you are certain of the course you will be enrolling, apply through Mosaic as follows:
  
  *Mosaic Student Centre > My Academics > Student LOP App - Apply for Letter of Permission*

- When applying, use the spyglass lookup to select items such as host university and course code/subject

- The status of the LOP application can be monitored in Mosaic where the application was created

- Students are responsible for making a formal application to the institution where they intend to study. All enrollment dates/deadlines should be followed in accordance with the host institution

COMPLETING A LETTER OF PERMISSION:

- Once the course is completed, arrange for an Official Transcript be mailed to the Office of the Associate Dean, Faculty of Science (mailing address at the top of this page). *You may not personally deliver this document.*

- A minimum grade of C- (60%) is required for transfer of credit and a grade of T (Transfer) will appear on the McMaster transcript. The units will count towards your degree and are used to satisfy requisites, however, will not be calculated in the grade point average.

- For courses with grades of less than C- (60%) a grade of NC (No Credit) will appear on the McMaster transcript. These units will not count towards your degree or satisfy requisites, nor will they be calculated in the grade point average.

- If you complete the LOP application, but do not to register in the course, you MUST provide documentation to have the course removed from your McMaster transcript. A Withdraw from an LOP course will appear as a W on the McMaster transcript. Please request that an Official Transcript, letter, or e-mail be sent from the host institution.

- Final Year students (Level 3 of a B.Sc. or Level 4 of an H.B.Sc.) must contact an academic advisor before enrolling in an LOP course to ensure they are adhering to the University’s Residence Requirement.

- *Final Year Students expecting to graduate:* transcripts for LOP courses must be received in the Office of the Associate Dean, Faculty of Science no later than:

  - Spring Convocations: May 15th
  - Fall Convocations: October 15th

Looking for online coursework? Check out these institutions for their distance education and continuing studies!