LETTER OF PERMISSION NSCAD University Office of Student Experience – ose@nscad.ca

_____ _____ _____

Student Full Name NSCAD ID # NSCAD Email

_____ _____

Degree Program (Include Major) Number of Credits completed to date

Step 1 – Complete with Department Chair

Fall Winter Summer

Course Information - Host Institution Name of Host Institution: _____			Course Information - NSCAD Equivalencies		
Course Code	Course Name	Credits	Course Code	Course Name	Credits

_____ _____

Chair of Department Signature Date

_____ _____

Student Signature Date

The courses noted above will be transferred as indicated in the "NSCAD Equivalency" section. Transfer credits will only be allocated once the course is complete with a grade of "C" (60% or higher) and an official transcript has been received by NSCAD's Office of Student Experience.

Approval from NSCAD University's Registrar confirms this student is eligible to enroll and study at the above noted host institution. Approval from NSCAD does not guarantee admission to a host institution, which is at the discretion of the host institution. Any changes to the above noted course(s) must be communicated to the Office of Student Experience before the course begins.

_____ _____

NSCAD University Registrar's Signature Date

_____

NSCAD University Registrar (Print Name)

Distribution: Student, OSE

REGISTERING ON A LETTER OF PERMISSION FROM NSCAD UNIVERSITY TO A HOST INSTITUTION

NSCAD University students may wish to register for courses at a local or out-of-province university that offers alternative courses in order to satisfy their Open (elective) or Liberal Arts & Science program requirements. With the consent of the Registrar at NSCAD University this may be possible. Students are required to meet the necessary prerequisites for such courses as determined by the host institution and, in many cases, they are limited to courses at the 1000 or 2000 level. In total, NSCAD students may apply up to 45 credits of 1000 level course work towards their NSCAD Degree.

Eligibility to obtain a Letter of Permission: Students must meet the following criteria in order to be eligible to study on a Letter of Permission:
- Completed Foundation program plus 30 credits of course work
- Complete a minimum of at least half (60 credits) of the chosen program of study
- Be in good standing (2.0 cumulative GPA or higher)

Residency Requirements: Courses taken on a Letter of Permission are considered non-resident credits. For students who have studies at other institutions prior to or during their time at NSCAD (ie Outbound Exchange students) it is important to ensure you do not exceed the 75 credit maximum allowable and that you meet the residency requirement of completing at least 45 credits at NSCAD University.

Letter of Permission: Before registering at a host institution, NSCAD student's must first complete this form including the necessary signature of the Associate Vice President Student Experience and Registrar at NSCAD University. Once completed, the student will need to be accepted at the host institution.

Application to study at host institution: In many cases, an admissions application will be required from a NSCAD student who is registering for the first time at a host institution. In this case students would consider themselves a **VISITING STUDENT**. Any application / commitment fees for a host institution are determine by the host institution, and NSCAD students must adhere to the host institution's regulations.

When selecting courses please be sure the NSCAD equivalency will meet the degree requirements. Students may consider consulting with their Academic Advisor to ensure the transfer credits will be applicable.

Please read carefully the course details as some course offerings at host institutions are full year courses. Full year courses usually have suffix such as .6, X/Y, or .0. Half year classes usually have suffix 0.3, X OR Y, or .1 Fall or .2 Winter. Keep in mind any potential course meeting conflicts in advance of registration.

After officially registering for class at the host institution, students should revisit the Office of Student Experience to confirm their registration. NSCAD will register students for the semester as LOPO 1000 (3 / 6 credits). There will be no tuition billing for this "course" but it is set as a placeholder in the student file.

Course Changes: If the student changes the course or drops the course they MUST notify the Office of Student Experience (OSE) by submitting a Course Add / Drop form so we can update the file accordingly. Changing a course may affect the NSCAD equivalency designation. Failing to notify OSE of any changes may affect the ability to transfer the credits.

Tuition / Refund: Tuition is billed by the host institution and is to be paid directly to them according to their deadlines. Dropping a course usually has financial consequences so students should be sure to be informed at the outset of registration.