

20. LETTER OF PERMISSION

a. While registered at Saint Mary's University, students may be authorized by the appropriate Dean to take a course(s) at another academic institution for transfer credit hours to an academic program at Saint Mary's. Students seeking such permission must apply using the Letter of Permission form <https://www.smu.ca/academic/student-forms.html> (<https://www.smu.ca/academics/student-forms.html>) and a syllabus of the course(s) for which transfer credit hours are requested must be included. A syllabus of the course(s) for which transfer credit hours are requested must be included. Students are responsible for completing the proper application and registration procedures at the designated institution. These same procedures apply to summer session courses. Letter of Permission forms must be submitted prior to the start of classes at Saint Mary's University.

b. Students who are permitted to take a course(s) at an institution other than Saint Mary's by means of a Letter of Permission are responsible for paying all appropriate fees to the institution at which they are taking the course(s).

c. Normally, students whose account is in arrears will not be approved to take courses elsewhere.

d. Before transfer credit hours can be considered, students must have the institution concerned send to the Registrar an official transcript of the work undertaken. If the student does not register for a course that has been approved, written confirmation is required by the student prior to the start of classes. If the student does not complete the course they must submit proof of withdrawal.

e. Normally, for courses completed at universities outside Canada, a minimum grade of C is required for transfer credit. Grades for courses taken outside Canada are recorded as TR and excluded in GPA calculations.

f. In accordance with Regulation 6f (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/grade-point-average/>), grades, including failing grades, for courses taken on a Letter of Permission at Canadian institutions are included in GPA calculations.

g. All courses at Canadian Universities for which a student receives a passing grade [D (or equivalent) or higher] on Letter of Permission will be accepted for transfer credit hours. However, the Deans have the authority to stipulate a minimum grade, which must be attained to transfer a particular course for fulfillment of a particular degree or program requirement.

h. Students should also note that in some departments a grade of C or higher is required if the course is to be considered as part of the students' major, area of concentration, honours, or minor program.

i. Normally, Letters of Permission will not be authorized on a retroactive basis.

j. Letters of Permission will only be authorized for students in Good Standing (as defined in Regulation 7c (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/standing-required/>)).

k. In any semester, students may not take a combination of Saint Mary's courses and courses on Letter of Permission, or courses on Letter of Permission alone, that exceed the normal course loads defined in

Regulation 1 (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/number-courses-academic-session/>).

l. Students must normally complete 18 credit hours at Saint Mary's prior to starting a course on Letter of Permission.

m. Normally no more than 15 credit hours will be taken on Letters of Permission during any academic program, with the exception of Faculty-approved exchange programs.

Note: As per regulation 19a, students should note that **at least 50%** of all credit hours for any academic program (degree, diploma, or certificate) or major, minor, honours, or concentration must be taken at Saint Mary's.

The only exceptions to this are exchange programs with which Saint Mary's University has entered into formal agreements, and formal joint programs.