



Independent Study at External Institutions APPLICATION FOR LETTER OF PERMISSION

REGISTRAR'S OFFICE 1407 14th Avenue N.W. Calgary, Alberta T2N 4R3 T: (403) 284-7634 F: (403) 284-7644 E: registrar@acad.ca

(NAME) I.D.#: _____

(ADDRESS) street/box office MAJOR: _____

city / province / postal code TELEPHONE: _____

POST SECONDARY INSTITUTION ATTENDED/TO BE ATTENDED: _____

SEMESTER/SESSION ATTENDED/TO BE ATTENDED: _____

| COURSES COMPLETED/TO BE COMPLETED | PLEASE LEAVE BLANK – OFFICE USE ONLY | | | |
|---|--------------------------------------|----------------|-----------------------------|------------------|
| COURSE CODE, NUMBER AND TITLE | CREDIT WEIGHT | GRADE OBTAINED | RECOMMENDED ACAD EQUIVALENT | PROGRAM APPROVAL |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| What course(s) are you seeking transfer credit for? | Comments to student: | | | |

NOTE TO STUDENT:

ACAD will consider for transfer credit eligible course(s) completed at a recognized post-secondary institution with a final grade of "C" or better. Along with completion of this request form, it is the student's responsibility to provide detailed course descriptions for each course from the calendar of the institution the student wishes to attend. When the ACAD Letter of Permission is approved and the official letter is issued (original mailed to institution, copy scanned and emailed to student) the student is required to make arrangements with the external institution to enroll in approved course(s). On successful completion of the approved course(s) the student must arrange with the external institution to provide the ACAD Registrar's Office with an official transcript indicating the final grade(s) for the approved course(s).

STUDENT SIGNATURE: _____ DATE: _____

\$30 (per institutional per semester request) Fee will be added to the student's account when the letter of permission is issued. .

AUTHORIZATION

REGISTRAR'S OFFICE: _____ DATE: _____

COMMENTS: _____ DATE: _____

OFFICE USE ONLY

Before course is completed:

- Excel OR New Course Approved by Chair
DATE: _____ and add to Excel
- Update PPG N drive SPACMNT LOP excel N:
- Email PPG + LoP to Student
- Send original LoP to External Institution
- Assess \$30 fee TSAAREV
- Update SPACMNT Notes
- Update Student File

When official transcripts are received from external institution if grades are C or higher:

- Add notation to SHATRNS
- Update PPG N drive
- Email PPG to Student
- update SPACMNT
- update LOP excel N:

ACADEMIC SUBJECTS

| Humanities | Social Sciences | Natural + Applied Sciences | Career Related Subjects |
|--|--|-----------------------------------|--------------------------------|
| Art History | Anthropology* | Anthropology* | Art Therapy |
| Classics | Archaeology* | Archaeology * | Business/Management |
| English Literature + Composition | Canadian Studies | Astronomy | Engineering |
| Dance History + Criticism | Communications | Biology | Law |
| Dramatic Literature, Criticism, History + Theory | Educational Psychology, Sociology + History | Botany | Medicine |
| History | Gender Studies | Biochemistry | Nursing |
| Languages | Geography* | Chemistry | Social Work |
| Music History + Literature | Linguistics | Computer Science | |
| Philosophy | Political Psychology* | Geography* | |
| Religious Studies | Sociology | Geology | |
| Romance Studies | | Geophysics | |
| | | Mathematics | |
| | | Physics | |
| | | Psychology | |
| | | Statistics | |
| | | Zoology | |

**Depending on the nature of the course content, a course in any of these subjects may represent either a Social Science or a Natural/Applied Science offering. Such courses must be evaluated by the Registrar's Office before their category may be confirmed.*