



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 applicable course(s) completed at a recognized post-secondary institution with a grade of "C" or better. 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

<p>Before course is completed:</p> <p><input type="checkbox"/> Excel OR <input type="checkbox"/> New Course Approved by Chair</p> <p>DATE: _____ and <input type="checkbox"/> add to Excel</p> <p><input type="checkbox"/> Update PPG N drive <input type="checkbox"/> SPACMNT <input type="checkbox"/> LOP excel N:</p> <p><input type="checkbox"/> Email PPG + LoP to Student</p> <p><input type="checkbox"/> Send original LoP to External Institution</p> <p><input type="checkbox"/> Assess \$30 fee TSAAREV</p> <p><input type="checkbox"/> Update SPACMNT Notes</p> <p><input type="checkbox"/> Update Student File</p>	<p>When official transcripts are received from external institution if grades are C or higher:</p> <p><input type="checkbox"/> Add notation to SHATRNS</p> <p><input type="checkbox"/> Update PPG N drive</p> <p><input type="checkbox"/> Email PPG to Student</p> <p><input type="checkbox"/> update SPACMNT</p> <p><input type="checkbox"/> update LOP excel N:</p>
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