

NOTICE TO STUDENTS

REGULATIONS:

1. To take one or more courses at a university with which the University of Ottawa has no formal agreement, students must obtain a letter of permission from their faculty.
2. In order for these courses to be credited by the University of Ottawa, students must obtain a minimum grade of 60%. All Nursing (NSG) and Nutrition Sciences (NUT) courses require 65%. At the graduate level, the minimum grade required is 65% or more, depending on the program. If the required minimum grade is not obtained, a NC grade will appear on the student's University of Ottawa transcript.
3. To obtain a letter of permission, students must meet their faculty's academic standing requirements at the time of submitting their request. Only courses that meet the student's degree requirements will be approved. Deadlines for requesting a letter of permission are April 15 for the spring-summer term, August 15 for the fall term, and December 15 for the winter term.
4. The official transcript of the results obtained in courses for which a letter of permission was issued must be received by the student's faculty before May 15 for students registered for spring convocation and before September 15 for students registered for fall convocation.
5. Students are responsible for ensuring that an official transcript is sent to their University of Ottawa faculty/school as soon as the term ends. Otherwise, a NC grade will appear on their transcript.
6. Students must inform their University of Ottawa faculty/school in writing and within the set deadlines should they withdraw from or not enrol in a course. Otherwise, a NC grade will appear on their transcript.
7. Except for courses completed at Carleton University, Saint Paul University or the Dominican University College according to the official agreements, the grades obtained for courses completed at another university are not included in grade point average calculations. For these courses, a CR/NC grade appears on the student's transcript.
8. A course taken at another university without a letter of permission will not be credited by the University of Ottawa, except in exceptional circumstances.
9. Courses taken at another university with a letter of permission do not count towards residence requirements at the University of Ottawa.

PROCEDURE:

1. **COMPLETE AND SIGN** the University of Ottawa Letter of Permission form and submit an outline or a description of the course(s) in which you intend to enrol at the host university.
2. **OBTAIN APPROVAL** for your course(s) by submitting the Letter of Permission form to the faculty (and the department if necessary) at the University of Ottawa, by the enrolment deadline.

Once your faculty or school has approved the course(s) on the form, you are authorized to take the course(s) and have the units (credits) transferred to your current University of Ottawa program. Your intention to take the course(s) will appear on your official record. The faculty will email or mail copies of the approved Letter of Permission form to you and the Office of the Registrar.

BE SURE TO:

- Regularly check your uOttawa.ca e-mail account because your approved Letter of Permission form might be emailed to you.
- Pay the non-refundable administrative fees as soon as your request is approved by the faculty.
 - o The fees will be added to your uOttawa student account.
 - o You can check your statement of account via uoZone, under **Finances and jobs**.
- Present the Letter of Permission form to the host university along with its enrolment form (you must pay tuition fees to the host university).

Notice of Collection of Personal Information: Your personal information is collected under the authority of the *University of Ottawa Act*, 1965, in accordance with the *Freedom of Information and Protection of Privacy Act* of Ontario and University Policy 90. The personal information you provide on this form will be used by the University for purposes consistent with the administration of University programs and activities, and the provision of services and performance of functions including recruitment, admission, enrolment, academic programs, evaluations, official document requests, financial aid and awards, assisting student associations and graduation. If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at 613-562-5630 or infoservice@uOttawa.ca.