

Letter of Permission

What is a Letter of Permission (LOP)?

A LOP is an academic approval to take a course, for credit, at another university. The approval is processed by the Student Experience Office.

Eligibility Requirements

- You want non-Commerce electives and you are in good academic standing.
- **Business I** can take courses during the Summer portion of the Spring/Summer term, after they have been assessed to continue in the Commerce program.
- **Level II and III** can take courses during the Spring and Summer terms only.
- **Final year** can take courses during the Fall and Winter terms.

Transferring Credits back to your Degree

A minimum grade of 'C-' (60%) is required to receive a grade of 'T' (transfer) on your transcript. Grades below 'C-' will appear as 'NC' (no credit) on your McMaster transcript. LOP units will satisfy requisites and count towards your degree, but will not be calculated into your cumulative GPA.

If you are in your final year and expecting to graduate, official transcripts for LOP courses must be received no later than:

- May 15th for the Spring Convocation
- October 15th for the Fall Convocation

Arrange for an **original hard copy** of the official transcript to be sent directly to the Student Experience Office from the host university in a **sealed envelope**.

THE PROCESS

1. Review the host university's website to confirm that the course is being offered in the required term and ensure that you have the appropriate pre-requisite courses.
2. Check if the course is on the **Pre-Approved Course Equivalency List** on MOSAIC. If not, you must send the course outline to buscom@mcmaster.ca, to assess the course for McMaster equivalency.
3. Meet with an Academic Advisor to confirm eligibility and discuss any other considerations.
4. Submit your LOP request through MOSAIC: Navigate to Student Centre > Academics Section > My Academics > Apply to Letter of Permission. Continue to monitor your request.
5. **Do not register at the host university until your LOP request is approved.** After approval, you must enroll in courses at the host university yourself — applying for a LOP through MOSAIC will not do this for you automatically.

Contact the Student Experience Office — Academic

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