

LETTER OF PERMISSION PROCEDURE

PROCEDURE			
Effective Date	September 1, 2025	Procedure Type	Academic
Responsibility	Vice-President Academic	Related Policies	Graduation Policy Admissions Policy
Approver	N/A	Review Schedule	As needed

Purpose

This procedure outlines the process for students seeking Letters of Permission (LOP) to take courses at another accredited post-secondary institution while maintaining their status at Northwestern Polytechnic (NWP). The LOP ensures students can transfer credits seamlessly and continue progression in their academic programs at NWP.

Scope

This procedure applies to all currently enrolled students at NWP, as well as students in collaborative programs, who wish to take courses at another accredited post-secondary institution.

1. Letter of Permission Eligibility

To qualify for an LOP at NWP, students must satisfy the following criteria:

- Students must be admitted to an NWP credential program or enrolled in collaborative programs.
- Students admitted to Academic Upgrading, Apprenticeships, Open Studies, or a University Transfer program are not eligible for a Letter of Permission.
- Must be in good academic standing at NWP. Students who have received an Academic Notice or are on an Academic Performance Contract, as per the Academic Standing and Progression Policy, are ineligible for a Letter of Permission.
- Students must ensure they meet the prerequisite course requirements at NWP for any course they wish to take elsewhere. It is recommended that students consult the Transfer Credit Guidelines outlined in the Admissions Policy.

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- 1.1. The Registrar's Office's reserves the right to deny Letters of Permission if there is availability in the course schedule for the student to register at NWP.
- 1.2. A Letter of Permission may be denied if the first attempt on a required course has not been completed at NWP.
- 1.3. Students may submit only one Letter of Permission Request Form per semester, requesting a maximum of two courses per form.
- 1.4. The Registrar's Office will adhere to the procedures specified in the Letter of Permission Procedure.

2. Letter of Permission Procedure

- 2.1. Students should review the eligibility requirements available in their myNWP account.
- 2.2. Students are to contact advancedstanding@nwpolytech.ca to initiate the process.
- 2.3. A non-refundable Letter of Permission fee must be paid by the student.
- 2.4. If the eligibility requirements are met, the student will receive the Letter of Permission Request Form.
- 2.5. Once completed, this form should be returned to advancedstanding@nwpolytech.ca. Refer to Appendix 1 for the Letter of Permission Request Form.
- 2.6. Students are expected to gather course outlines for any courses they are seeking request for.

The course outline/materials must:

- Be from the most recent year in which the course was completed.
 - Be in English or include a certified translation.
 - Course outlines must describe:
 - The course calendar description
 - The duration of the course - weeks and hours
 - The topics covered in the course (schedule with readings or topics)
 - The grading scheme - What components were used in determining the final grade and how are they weighted
 - The assessments used in that grading scheme - Example. How many essays and of what length, is there a midterm, final, etc.
 - Any course material used, such as textbooks
 - An example of coursework (such as a graded paper) can be included as well.
- 2.7. The submitted Letter of Permission Request Form will be assessed by the Registrar's Office based on the eligibility criteria and existing transfer agreements.
 - 2.8. If there are no current agreements, the request will be forwarded to the relevant department as outlined in the Admissions Policy.

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- 2.9. Students will be notified of the outcome, and an official Letter of Permission will be sent to the student via email. See Appendix 2 for the Letter of Permission.
- 2.10. After completing the course, students must request that their Official Transcripts be sent to NWP.
- 2.11. It is the student's responsibility to contact advancedstanding@nwpolytech.ca to process the Transfer Credit. For further details, refer to the Admissions Policy.
- 2.12. Upon completion of this process, all data will be stored in a centralized database maintained by the Registrar's Office.

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Appendix 1: Letter of Permission Request Form

LETTER OF PERMISSION REQUEST FORM

To qualify for a Letter of Permission (LOP) at Northwestern Polytechnic, students must satisfy the following criteria:

- Students must be admitted to an NWP credential program or enrolled in collaborative programs.
- Students admitted to Academic Upgrading, Apprenticeships, Open Studies, or a University Transfer program are not eligible for a Letter of Permission.
- Must be in good academic standing at NWP. Students who have received an Academic Notice or are on an Academic Performance Contract, as per the Academic Standing and Progression Policy, are ineligible for a Letter of Permission.
- Students must ensure they meet the prerequisite course requirements at NWP for any course they wish to take elsewhere. It is recommended that students consult the Transfer Credit Guidelines outlined in the Admissions Policy.

The Registrar's Office reserves the right to refuse Letters of Permission if there is an available seat in the course scheduled at NWP. The fee for an LOP is non-refundable, please ensure you meet with an Academic Advisor prior to this request.

STUDENT INFORMATION (TO BE COMPLETED BY STUDENT)

Student Name:			NWP Student ID:	
Program			Academic year	
Course Title/Code	Institution	Proposed start date	Course Outline/Syllabus included (Y/N)	For which NWP course are you requesting credit?
Reason for request				
Student Signature:			Date:	

Personal information on this form is collected under the authority of the Post Secondary Learning Act and protected under Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including administration of records and production of transcripts. For any questions concerning the collection and use of this information, call the Registrar's Office at 780-539-2981.

TO BE COMPLETED BY THE REGISTRAR'S OFFICE

Request Approved: <input type="radio"/> Yes <input type="radio"/> No	NWP Equivalent Course:	
If denied, reason:		
Fee paid:	Date:	
Advisor Signature:	Date:	Letter sent: <input type="checkbox"/>

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Appendix 2: Letter of Permission

Date:

Student Name:

Student ID:

To Whom It May Concern:

This letter acknowledges that the student named above has been granted permission to register in the course(s) and institution(s) below.

Course (S)

Institution (s)

NWP Equivalent

Upon successful completion of with a **minimum grade of '___'** and an official transcript issued to Northwestern Polytechnic, Registrar's Office, advanced credit will be granted as above towards the _____ Program.

This Letter of Permission expires on _____.

Sincerely,

Advanced Standing

Registrar's Office

NORTHWESTERN
POLYTECHNIC 

Northwestern Polytechnic

10726-106 Ave, Grande Prairie, Alberta, Canada T8V 4C4

P: 780.539.2911 E: advancedstanding@nwpolytech.ca TF: 1.888.539.4772 www.nwpolytech.ca

Important:

- Please refer to the NWP Policy on Advanced Standing for additional information.
- The student is responsible for paying the associated Letter of Permission fee before the course will be credited by NWP.
- Official transcripts must be delivered directly to the Registrar's Office from the issuing institution, not a student copy.
- It is recommended that courses not be taken in addition to a full course load as that would constitute an overload.
- If a course is to be used as a prerequisite, then it must be completed, and transcript received by NWP prior to the start of the next course. Keep this in mind when planning final exams and allowing time for marking and the release of the final grade/transcript.