



LETTER OF PERMISSION (to take courses at other universities)
OFFICE OF THE REGISTRAR

550 University Ave, Charlottetown PE C1A 4P3 • (902) 566-0439 • registrar@upei.ca

Eligibility:

- You must be actively enrolled in a degree/diploma/certificate program at UPEI and in good academic standing.
- Courses requested must fulfill a UPEI degree/diploma/certificate requirement.
- Combined course load (at UPEI and at Host University) cannot exceed Course Load permitted.

Procedure

- Submit form to each applicable department Chair for course equivalency assessment (course syllabus may be required).
- Submit completed form to Registrar's Office for institutional evaluation and final approval.
- Submission of the approved form to the Host Institution is the responsibility of the student.
- Once course(s) is/are completed, student must request that the Host Institution release an official transcript to UPEI for transfer credit assessment. Grades below 60% equivalency may not qualify for transfer credit. All transfer credits are graded "P" (Pass).
- Grades must be received by the semester grade submission deadline if student has applied to graduate in that semester.

Name _____

Student ID _____

UPEI Email _____

Phone _____

Host Institution Name _____

Exchange ☐ (check if approved for Exchange)

Start Date _____ End Date _____

☐ Fall (Sept – Dec) ☐ Winter (Jan – Apr) ☐ Summer (May- Aug)

<i>Completed by Student</i>	<i>Completed by Student</i>	<i>Completed by UPEI</i>	<i>Completed by *Chair</i>	<i>Completed by *Chair</i>
Host Institution Course(s) (course code - short title if no code)	Host Institution credit weight	UPEI Semester Hours of Credit	UPEI Equivalent Course (course code)	Equivalency confirmed by department Chair (sign)

*Note: for non-Departmentalized Faculties, please seek course equivalency review from the Dean (or their designate)

Student Signature _____

Date _____

Dean's approval may be required for some requests (such as, permission to transfer more than 12 semester hours of credit in the last half of a UPEI program or permission to transfer an additional course). This approval will be requested by the Registrar's Office, on behalf of the student.

REGISTRAR'S OFFICE APPROVAL:

Registrar (or Designate) _____

Date _____

Permission is granted to complete the course(s) indicated, for transfer credit to fulfill UPEI program requirements (as confirmed).

Notes/Conditions: _____
