

Dear Student,

Asper has a supplementary regulation governing students taking business courses on a Letter of Permission (LOP). Please see the "LETTER OF PERMISSION TO TAKE COURSES AT ANOTHER UNIVERSITY FOR TRANSFER OF CREDIT" regulation below or under Faculty Academic Regulations in the calendar <http://umanitoba.ca/calendar>.

LETTER OF PERMISSION TO TAKE COURSES AT ANOTHER UNIVERSITY FOR TRANSFER OF CREDIT

Students wishing to complete courses at another institution for credit at the University of Manitoba will apply for written permission from the Office of the Registrar and Enrolment Services prior to registering at the other institution. Students should apply for the Letter of Permission at least 4-6 weeks in advance.

To be eligible to take courses on a Letter of Permission, a Business (Asper) student must:

1. be applying to take a course not currently offered by Asper (when applying to take a course transferred as an Asper course) in the term for which they are applying and
2. have completed a minimum of 24 credit hours in the Asper School of Business in addition to any transfer credits received upon admission.

Students (including Asper students on an exchange program) will not be granted a Letter of Permission for capstone courses of the Bachelor of Commerce (Honours) Program or capstone courses in its majors (regardless if the course is or is not being offered in any term).

See the on-line University of Manitoba "Academic Calendar and Catalog", Faculty of Management/I.H. Asper School of Business, Program and Graduation Requirements, Program Requirements for Majors, for the defined capstone courses of the Bachelor of Commerce (Honours) program and capstone courses in its majors.

Any student appealing this regulation must provide a formal written letter of appeal. The Letter of Appeal must be sent to Wensi Heran, the Undergraduate Program Manager at Wensi.Heran@umanitoba.ca. The appeal may or may not have to be forwarded to the Undergraduate Program Committee for consideration. After your appeal letter is received you will either be notified of the decision or if your appeal will be forwarded to the committee for review and when the next meeting will occur.

Each LOP appeal is term specific and you must clearly indicate and/or include:

- Why and when (in which term) you are appealing to take Asper courses on a LOP
- Supporting documentation (for example, a letter of employment or formal daycare agreement)

Asper School of Business
LOP (Letter of Permission) Appeal Information_Template

- If employment is the reason also include in your request if you have asked for alternative work arrangements (for example, time off or a leave of absence) so you can attend the classes on campus
- If your reasons are other than employment then other documentation may be required; if your appeal is for medical or compassionate reasons. Examples of supporting documents include:

- Funeral program and/or obituary
- Letter from a physician (general practitioner, specialist or surgeon)
- Letter from a counsellor, psychologist or other mental health professional
- Police report or auto accident report
- Travel receipts (airline, rail etc.)

- Which courses and at which institution you are requesting to take (UofM prerequisites still apply and courses will be denied if you do not have the appropriate prerequisites)
- If you would like to attend the meeting to speak to your appeal
- If you will be working with a student advocate on your appeal (optional service)
- Your complete contact information

Be careful when submitting your appeal that you have included all relevant facts and documentation as you will not be reminded of missing information and a decision will be made based on submitted information only.

The LOP appeal should be submitted in plenty of time to meet all academic term deadlines of both institutions. In addition, failure to provide complete documentation may result in your request/appeal being denied; you will not be contacted asking you to provide missing documentation.

The Office of Student Advocacy, 519 University Centre (474-7423) is available to assist you if needed. Information on the Office of Student Advocacy and on academic honesty is available at:

<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>

NOTE: Students appealing to take courses at Athabasca University should know that all approvals, forms, applications and processing must be completed by the 10th day of the month prior to the start of the class. Classes at AU start on the 1st of every month. (Students are encouraged to check with AW regarding these details as I am not an official representative or specialist on any information regarding the rules and regulations of AU.)

IMPORTANT: If you have not already been doing so, please send all future emails from your UofM email account. Remember to include your full name, student number and faculty in all correspondence. The UM policy is to communicate with students solely with their UofM email account.