

Dear Student,

Asper has a supplementary regulation governing students taking any business courses on a Letter of Permission (LOP). Students are not permitted to take any courses that are taught by Asper on a LOP. (See the full Supplementary Policy on-line Academic Calendar & Catalog, Undergraduate Programs, Faculty of Management/I.H. Asper School of Business, Section 3.21. The web link to the calendar is: <http://umanitoba.ca/calendar>)

Any student appealing this regulation must provide a formal written letter of appeal. The Letter of Appeal must be sent to Wensi Heran, Interim Undergraduate Program Manager at [Wensi.Heran@umanitoba.ca](mailto: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)
- 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:

[http://umanitoba.ca/student/resource/student\\_advocacy/index.html](http://umanitoba.ca/student/resource/student_advocacy/index.html)

Asper School of Business  
LOP (Letter of Permission) Appeal Information\_Template

Students wishing a copy of the Asper Letter of Permission Supplementary Regulation may view it in the on-line version of the calendar or may make a request to me for a copy.

NOTE: Students appealing to take courses at Athabasca University should know that all approvals, forms, applications and processing must be completed by the 10<sup>th</sup> day of the month prior to the start of the class. Classes at AU start on the 1<sup>st</sup> 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 UofM is adopting a policy effective September 2013 where we are to communicate with student solely with their UofM email account.

For more information visit: [http://umanitoba.ca/registrar/e-mail\\_policy](http://umanitoba.ca/registrar/e-mail_policy)

Sincerely,