

BBA TIP SHEET

LETTER OF PERMISSION

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

How do I know what course I can take elsewhere?

Until you have the LOP, you can not take a course elsewhere and know for sure that it will transfer back successfully. On the LOP web page, there are charts at the bottom that lists many known equivalencies for U of C, AU and SAIT. However you still need the LOP.

If you need the course to return to MRU as a specific equivalent (pretty much anything other than an elective) you will need to use the chart on the left hand side of the page. If you just need an elective, you can use either chart.

What if the course I want to take is not listed on that chart, or I want to take a course at a different institution than the 3 listed?

If the course you want to take is not listed there, or is for an institution other than those 3, you will need to do some research before you complete the request for LOP form.

In some cases, a course has been recently assessed for equivalency and was found to not be equivalent. In this case, an application for an LOP for the same course equivalency will likely be denied.

In some cases, no one has recently requested equivalency for that course, and so it will need to be reviewed as part of the LOP request process. You may be required to provide a course outline for the course.

I was approved for an LOP, now what do I do?

You need to contact the institution that was approved on the LOP and follow their registration process for the approved course. You might need to apply as an unclassified, visiting, or open studies student in that institution.

I've finished the course I was approved for on LOP, now what do I do?

You need to make MRU aware that the course was successfully completed. Please arrange to have an official transcript sent to MRU as soon as the final official grade is available.

Registration Access Dates are chosen based on the number of credits completed toward a program, so if you have completed courses elsewhere but we have not yet processed equivalency for those courses, you will be assigned a later registration access date than someone who has taken the equivalent number of courses at MRU.

I am taking a course on LOP that is a prerequisite for a course next term. What do I need to do to be sure I am not dropped from the course next term?

If you register for the future course before August 1 (for Fall) or December 1 (for Winter), you need to ensure MRU has received and has entered equivalency for the prerequisite course by the first day of classes. This means that you need to ensure you have completed the course early enough for the transcripts to reach MRU in time for the first day of classes. There are several points at which the timing could be delayed:

- Booking the final exam (some institutions require a certain % of the course to be completed before you can schedule the final exam and sometimes, the available exam dates are farther away than you anticipated)
- Marking final exam (some institutions allow up to 10 business days for exams to be marked and final grades compiled)
- Waiting for the final grade to be communicated by the course instructor to the other school's registrar's office so that the final official grade can be noted on your official transcript
- Ordering your official transcripts
- Having the transcripts received by MRU and entered as the equivalency. During busy times, it can take MRU up to 6 weeks to process a transcript, once received.

Also, if you are waitlisted for a course, and are offered a spot off the waitlist after August 1 (for Fall) or December 1 (for Winter), you will not be able to be added to the course if you are missing the prerequisite at that time.

In some situations, Business Advising may be able to assist you if you have completed a course, but the transcript does not yet appear in mruGradU8. Please contact us by email at businessadvising@mtroyal.ca well before the first day of classes to allow enough time for us to help you.

How do I know if the LOP is still good? Do they expire?

For information on how long your LOP is valid for, please contact the Student Records team at studentrecords@mtroyal.ca from your @mtroyal.ca email account.