

Bachelor of Health Sciences (Honours) Program
APPLICATION FOR A LETTER OF PERMISSION
Queen's University

Bachelor of Health Sciences (Honours) Program Office

bhsc@queensu.ca

613-533-2566

Botterell Hall, Room 815

18 Stuart Street

Kingston, ON

K7L 3N6

A student registered in the Bachelor of Health Sciences degree program may be permitted to take up to 6.0 units of undergraduate classes elsewhere for credit toward a degree offered by the program. This 6.0 unit limit represents the total number of transfer credits allowed via a Letter of Permission (LOP) and does not include courses taken via an exchange program or transfer credits obtained for courses taken prior to being admitted to Queen's University. The student must obtain a Letter of Permission from the Bachelor of Health Sciences program prior to enrolling in classes at another post-secondary institution.

Name: Student #:

Current Address:

Telephone:

Academic Program:

☐ **I confirm that:**

I am in good academic standing and have a minimum cumulative GPA of 1.60 at the time of the application for this LOP.
I have completed a minimum of 6.0 units in the Bachelor of Health Sciences degree program.
I have no more than 3.0 units of incomplete (IN) grades in a previous term.
I am registered as a degree student rather than a non-degree student

For students completing the final courses for their degree:

☐ **I confirm I have a minimum Plan GPA and cumulative GPA of 1.90**

Host University (University you will be attending):

Term or Session in which the course(s) will begin:

☐ Fall

☐ Winter

☐ Spring

Visiting University (Course subject, code and number) *(Please attach course outlines/syllabus)	Course Weight (3.0 or 6.0 units)	Taking as (core/option/elective)

****Please ensure the course outline/syllabus includes a description of the course, learning outcomes, learning hours, and a breakdown of assessments.***

Please provide your reasoning for requesting to take the course(s) listed above at another university:

1. Bachelor of Health Sciences (Honours) Program [Academic Regulation 6](#) in the current academic calendar applies.
2. It takes us approximately 2-3 weeks to prepare a Letter of Permission.
3. This Letter of Permission is valid only for the session and host university to which it is issued. Students wishing to apply for an additional Letter of Permission must do so through contacting the Bachelor of Health Sciences (Honours) Program Office, prior to enrolling in any courses.
4. It is the student's responsibility to apply for admission to the host university by the host university's application deadline. Students who obtain a Letter of Permission should register as a special or visiting student not on a degree program. Students who register on a degree program at the host University, will jeopardize their degree and admission status at Queen's and will have to reapply back to Queen's University through the University Application Centre (letter of permission will be null and void).
5. It is the student's responsibility to arrange for an official transcript of marks to be forwarded directly from the host university (with official seal) to: Bachelor of Health Sciences (Honours) Program Office, Botterell Hall, Room 815, 18 Stuart St, Queen's University, Kingston, ON K7L 3N6 so the credits(s) can be entered on the Queen's transcript. Universities do not send out transcripts automatically, they must be requested by the student.
6. When the course(s) taken at another institution are credited to a student's Queen's record, only the course(s) transferred will show on the transcript and NOT the mark(s) achieved. A grade of at least C must be obtained in each course, unless otherwise stated on your Letter of Permission in order to receive the transfer credit.
7. For students taking the final course(s) for a degree elsewhere, it may not be possible to get the official transcript to the Bachelor of Health Sciences (Honours) Program Office in time to graduate at the upcoming ceremony.

Signature:

Date:

The Purpose and Usage of This Form

The personal information collected on this form is done so under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to assess students currently in a Health Sciences degree program regarding eligibility for a Letter of Permission to study at another Canadian post-secondary institution. This information will be included in your student file in the *Bachelor of Health Sciences (Honours)* Program Office and will be accessible only to Queen's employees working in that office. The information will be archived along with any other contents in your student file two years after you graduate. If you have any questions or concerns about the information collected or how it will be used, please contact bhsc@queensu.ca.