

Instructions

- Submit requests for Letter of Permission to the Office of the Registrar **BEFORE** you have registered in the course.
- A **separate request form** is required for **each** course you are requesting.
- Requests which are incomplete or that do not comply with the requirements listed below will not be reviewed.
- There is no fee for a Letter of Permission Request.

Requesting Letter of Permission – Requirements and Information

Please Note: In the event of disagreement between this form and the credit calendar, the credit calendar is followed.

1. **COURSE OUTLINES / SYLLABUS** – A course outline/syllabus is required for evaluation of letter of permission. You must provide **the complete outline for each course**; short program calendar descriptions are not sufficient. The course outline must be current academic year. Outlines must be in English and you are responsible for having certified translations provided.
2. **RESEARCH** – Before you submit your letter of permission request, research course equivalencies. You can find Keyano College course descriptions under Credit Calendar at www.keyano.ca/CreditCalendar. You can also research official external advanced credit agreements by visiting www.transferralberta.ca.
3. **DEADLINE** –
 - Recommended: Requests for letter of permission should be submitted at least **one month before the start date of the term** in which the course you are requesting credit for is scheduled. Late requests, especially those received after the term has started, may result in academic and financial penalties based on the date that the request was received by the Office of the Registrar.
4. **REVIEW TIME** – A letter of permission request review can take 4-12 weeks once all required documents are received. We do **not** recommend that you register with another institution until you have been notified that your letter of permission has been awarded.
5. **OFFICIAL TRANSCRIPTS** – Once course work is successfully completed at an accredited post-secondary institution and relevant to the program that you are enrolling/enrolled into. You must have **official transcripts** of any previous education **sent directly to the College from the issuing institution** before advanced credit will be considered. Transcripts must be submitted in English. You are responsible for submitting certified English translations if required. For more information about official transcript submission, see Transcripts at www.Keyano.ca.
6. **GRADES** – For advanced credit to be awarded, **the minimum progression grade required is a C- or 60%**. Credit will not be considered for courses for which your grade is in progress, incomplete, failed, or for which advanced credit was awarded by another institution.
7. **RESIDENCY** - The amount of advanced credit awarded is limited to **50% of the credit load** within a certificate or diploma program at Keyano College. You will be notified when maximum credit has been reached. Be aware that the amount of advanced credit you are awarded could affect your full-time status in any given term, and furthermore, affect any funding you may be receiving based on full-time status
8. **FINAL DOCUMENTATION** – Once the review is completed, advanced credit will be posted to your transcript with a grade of CR, and you will receive notification via your Keyano student email account (keyanomail). Once posted, you can view approved advanced credit through your Self Service account. Check your Keyanomail and Self Service accounts on a regular basis for updates.
9. **APPEALS** – If you wish to appeal a letter of permission decision, your appeal must be made in writing to the Office of the Registrar within 30 days of when the results are posted. You must provide sufficient reasons as to why letter of permission should be reconsidered. Appeals beyond the 30-day timeline will not be considered. Any decisions regarding the appeal are final.

LETTER OF PERMISSION REQUEST

Email completed form to: Registrar@keyano.ca

PERSONAL INFORMATION

LAST NAME / SURNAME (LEGAL)	FIRST NAME / GIVEN NAME (LEGAL)	KEYANO STUDENT ID#
STUDENT PHONE #	KEYANO PROGRAM (Accepted/Enrolled)	TERM ENROLLED (e.g. Fall 2017)

REQUEST PERMISSION (1 course per form)

NAME OF INSTITUTION TO ATTEND	
NAME OF COURSE TO BE TAKEN (Include the course code) – 1 course per form	TERM/YEAR COURSE WILL BE TAKEN
FOR WHICH KEYANO COURSE ARE YOU REQUESTING CREDIT? (Indicate the Keyano course & code) Full course listings are available in the Credit Calendar www.keyano.ca/Academics/CreditCalendar	

STUDENT CHECK LIST: Please ensure you have completed the following.

- ☐ I have indicated which Keyano course I am requesting credit for.
- ☐ I have attached the detailed course outline / syllabus (not required for Keyano College courses).
- ☐ I will request that official transcripts to be sent directly to Keyano College upon completion of the course.

PLEASE NOTE: Any incomplete forms will not be process and returned to the student.

Your signature below indicates you have read and understand the FOIP statement above, and the requirements for requesting advanced credit.

STUDENT SIGNATURE	DATE
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Chair's Use Only

- ☐ Request Approved Equivalent Keyano College Course: _____
- ☐ Request Denied

Reason for Denial:

Please provide a detailed explanation for denying Letter of Permission. If more space is required, please attach an additional sheet. This information will be included in the student's notification letter.

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CHAIR SIGNATURE	DATE
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For Office Use Only

REGISTRAR'S SIGNATURE	DATE
PROCESSED BY	DATE
	LETTER SENT YES <input type="checkbox"/> NO <input type="checkbox"/>

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association, Student Health Plan provider and Sport & Wellness Centre for the purposes of membership and information sharing. For information about the collection and use of this information, contact the Registrar.