

Letter of Permission – Bachelor of Journalism (Honours)

<p>Eligibility</p> <ul style="list-style-type: none"> • You must be registered in a degree programme at King's and be in good academic standing. • You must not owe any money to King's. • You must not have exceeded the maximum number of transfer credits. • The workload must not exceed King's limitations. • The course at the other institution must be acceptable for transfer to King's. • If an equivalent class is available at King's, approval may not be granted. <p>Procedure</p> <ul style="list-style-type: none"> • Submit this form, with class descriptions, to the Registrar's Office at King's before enrolling at the other institution. Failure to do so may result in courses not transferring to King's. • If the class is approved, two signed copies of the form will be returned to you. You must send one copy to the other institution. The other copy is for your records. 	<ul style="list-style-type: none"> • If you do not register for a class that has been approved, please have the other institution notify the Registrar's Office at King's. Otherwise, a grade of INC (incomplete) will be recorded on your King's record, this grade acts as an F on your record. • Once you have completed the course, you must ensure that the other institution forwards an official transcript to the Registrar's Office at King's. <p>Grades</p> <ul style="list-style-type: none"> • For classes taken at Canadian institutions, a letter grade will be recorded on your record. • For courses taken at institutions outside Canada, grades of P (pass) or F (fail), as appropriate, will be recorded on your King's record. <p>Potential Graduates</p> <ul style="list-style-type: none"> • If this is your last class before graduation, you should be aware that graduation may be delayed. If you have not already done so, please submit an application for graduation.
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Name: _____ Student Number: _____ Email: _____

Address: _____

I hereby apply for permission to take the following class(es) as part of the course requirements for my Journalism degree program at the University of King's College:

Year 20__ / __ Start Date: _____ End Date: _____

					For Department Use Only, Please Leave Blank		
	University	Department	Number	Semester (F/W/S)	King's/Dalhousie Equivalent	Credit Hours	Department Approval / Date
1							
2							
3							
4							
5							

It is my responsibility to ensure that an official transcript, showing the grade for the above class, is sent to the Office of the Registrar, University of King's College. I understand that I am responsible for paying tuition fees to the external institution.

Signature of Student: _____ Date: _____

Approval is conditional upon academic and financial eligibility

Director of Journalism (if applicable): _____ Date: _____

Registrar: _____ Date: _____