Letter of Permission (LOP)

Course Equivalencies

Pre-approved course equivalencies can be found on the Registrar’s website (registrar.mcmaster.ca):

Office of the Registrar > Enroll > Visiting Student/Letter of Permission > How to Apply for an LOP

Click on “Search Course Equivalencies.” If the course you would like to take at a different institution has not been previously reviewed for course equivalency, it can be submitted for consideration through Mosaic (see section below).

Applying for Letter of Permission (LOP) – Steps at McMaster

Students may apply to take a course at another institution for credit towards their McMaster degree through Mosaic:

Mosaic Student Centre > My Academics > Student LOP App > Apply for Letter of Permission

- If the course you would like to receive transfer credit for does not appear on the Registrar’s list of equivalent courses, please submit the course details (including a course description/outline) through the “Request Additional Courses” section of the LOP Application.
- The status of your LOP application can be monitored in Mosaic in the application screen – once your application has been approved, you can access your Letter of Permission and begin the next step.

Applying for a Letter of Permission (LOP) – Steps at Host University

Students are responsible for making a formal application to the institution where they intend to study:

- Review the host university’s website to ensure the course you wish to take is offered in the appropriate term.
- Follow the host university’s application procedures, being mindful of their deadlines.
- Print or download the Letter of Permission available in Mosaic and send it to the host university.
- Enroll in courses at the host university - applying for an LOP through Mosaic will not do this for you automatically.

Completing a Letter of Permission:

Upon completion of any course(s) taken at another institution, students must request an official transcript to be sent directly from the host university to the Office of the Associate Dean of Science (Academic), Burke Science Building Room 129.

- If an official transcript is not received by the Office of the Associate Dean of Science (Academic), a grade of NC (No Credit) will appear on your McMaster transcript.
- If a minimum grade of C- (60%) is achieved, a grade of T (Transfer) will appear on your McMaster transcript. These units will satisfy requisites and count toward your degree, but will not be calculated into your cumulative grade point average.
- If a minimum grade of C- (60%) is not achieved, a grade of NC (No Credit) will appear on your McMaster transcript. These units will not count towards your degree nor will they be used in the calculation of your cumulative grade point average.
- If you apply for a Letter of Permission, but decide not to register/complete the course, you must provide proof of this to the Office of the Associate Dean of Science (Academic) in the form of a transcript, letter, or email from the host university. Failure to do so will result in a grade of NC on your McMaster Transcript.

If you are a student in your final year and are expecting to graduate, transcripts for LOP courses must be received by the Office of the Associate Dean of Science by no later than:

- May 15th for the Spring Convocation
- October 15th for the Fall Convocation

Questions or concerns regarding your Letter of Permission may be directed to lopsci@mcmaster.ca