

## Letters of Permission (LOP)

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Students who wish to take courses for credit towards their degree at another seminary or university must request a Letter of Permission (LOP) from the Dean or designate. The LOP must be submitted to the other school at the time of registration in order to receive credit for the course at MDC. No guarantee can be given that courses completed elsewhere without a Letter of Permission will be accepted for transfer credit at MDC. Students are responsible for fulfilling admission requirements set by the other institution. At the end of the course, the student must request that an official transcript of the final grade to be sent to the Registration Office at McMaster Divinity College. M.Div. and M.T.S. students may take no more than 5 courses (15 units) at other institutions.

A student may receive transfer credit for CAPPE-certified SPE units provided that a Letter of Permission has first been obtained from the Dean or designate. Fees are paid directly to CAPPE.

Fees for courses taken at Toronto School of Theology (TST) are payable to MDC in the Fall and Winter but to TST in the Summer except for Conrad Grebel, Waterloo Lutheran Seminary and the University of Waterloo. All of these locations require our students to pay McMaster Divinity College whether fall, winter or summer. Fees for courses taken at other institutions are payable directly to the institution involved.

Courses selected to replace required courses at MDC must be close equivalents. When requesting an LOP, the student must attach a course outline including the course title, course description, instructor, school, semester in which it is offered and the fax number of the school.

Upon receipt of an application for an LOP, the Registration Office will forward the form to the Dean or designate for signature, fax the form to the other institution, and make copies for the student, the student's file, and the University Registrar's Office.

Students must register at both MDC and the other institution. Students should request assistance from the Registration Office in completing the MDC registration form so that the correct codes are entered for the LOP course.