

Visiting Student Letter of Permission

Under special circumstances, Bachelor of Music students may apply for permission to take a course at another post-secondary institution. These requests are occasionally considered to provide exposure to diverse academic experiences and breadth in curriculum to enhance the student experience. It is in place to give you access to opportunities not available at MacEwan.

Process

You must apply for and be granted permission before starting an external course. The visiting student process is governed by the [External Course Taking policy](#). If approved for visiting student permission, you will receive a Letter of Permission from MacEwan University's Office of the University Registrar. Without the Letter of Permission, transfer credit will not be applied to your MacEwan University student record.

Basic requirements

Eligibility is determined on a case-by-case basis, but the following two lists outline some basic requirements.

Visiting student applicants must:

- Be declared
- Be in good academic standing at the time of the application
- Ensure compliance with program of study residency requirements
- Be aware of and adhere to the application, prerequisite and graduation deadlines

Visiting student permission will not be granted:

- For courses considered a program and/or major capstone
- To bypass prerequisite requirements

Important notes

- Approval is given only for the course and term listed on the Letter of Permission. If you wish to take a different course, or take the course in a different term, or attend a different institution, you must submit a new visiting student application.
- You must comply with the visiting student deadlines and policies of both MacEwan University and the host institution.
- Students will not be considered for credit overload under the visiting student application.
- If you begin, but withdraw from or fail a course for which visiting student approval was granted, you must still submit an official transcript from the host institution to the Office of the University Registrar.
- If you do not take a course for which visiting student approval was granted, you must inform musicdegree@macewan.ca in writing.
- Your eligibility for academic awards or scholarships may be affected when you complete courses at another institution. Contact the Financial Aid Office in the Office of the University Registrar with any questions.
- If approved, it is your responsibility to ensure that you are enrolled in MacEwan University courses as per [Withdrawal from University Programs policy](#)

Procedure

Part I: Timelines and deadlines

Visiting student requests may take up to four weeks to process. Advisors will only review visiting student requests during the following periods:

To take course in:	Request within the following time window:
Fall	After the Winter add/drop deadline until August 1
Winter	After the Fall add/drop deadline until December 1
Spring	After the Winter add/drop deadline until April 1
Summer	After the Winter add/drop deadline until June 1

Part II: First steps

1. Run and review your Academic Program Progress Report (APPR) to confirm you meet all of the Basic Requirements above.
2. Check the [Alberta Transfer Guide](#) to find the course you want to transfer. If your course is not listed, we require the course outline/syllabus. If in another language, certified translation is required. More details are available at [Articulation Requests - MacEwan University](#)
3. Initiate an inquiry by emailing musicdegree@macewan.ca from your student email. An academic advisor will review your request and respond with further information and an application form, if appropriate.

Part III: Request

1. If directed, complete the application form, and return to musicdegree@macewan.ca
2. An academic advisor will review your request and forward it for consideration.
3. You will be advised of the decision via email. Please note that decisions are final and will not be reconsidered.
4. If your application is approved, the Office of the University Registrar will send a Letter of Permission (LOP) to your MacEwan email. Retain the LOP as it contains important information and instructions you will need upon completion of the external course.

Part IV: Enrolling and receiving credit

1. It is your responsibility to apply and enrol at the host institution. MacEwan University has no role in your application, admission or registration at the host institution.
2. Upon completion of the external course, you must arrange for an official transcript to be sent directly from the host institution to MacEwan University's Office of the University Registrar.
3. You are responsible for ensuring all transcripts are received in the Office of the University Registrar by document deadlines. Failure to meet any deadline may impact your program progress and/or graduation.
4. If you plan to use a visiting student course to meet prerequisites for a MacEwan University course, your transfer credit must be posted to myStudentSystem prior to enrolling in the next level course.
5. Check your transfer credit report in myStudentSystem to ensure that transfer credits are properly posted.

INSTRUCTIONS

- | Name | Student ID | # Credits Completed | | | |
|---|--|--|--|---|---------|
| Program | Most recent term GPA | Number of credits in previous term | | | |
| myMacEwan e-mail: | Academic Standing
Good Probationary | | | | |
| Intended Usage of Credits Transferred | | Reason for Taking the Course at Another Institution | | | |
| Program Core Course | | | | | |
| Major Required Course | | | | | |
| Program Option | | | | | |
| Elective | | | | | |
| Extra to the Degree | | | | | |
| Host Institution: _____ | | Term of attendance: _____ | | | |
| Intended Courses | | Potential Transfer to MacEwan University | | | |
| Course Code | Course Name | Credits | Course Code | Course Name | Credits |
| | | | | | |
| | | | | | |
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| | | | | | |
| Printed Name – Student | | Printed Name – Advisor | | Printed Name – Associate Dean, Students | |
| Signature – Student | | Signature – Advisor | | Signature – Associate Dean, Students | |
| Date | | Date | | Date | |
| Special Instructions | | | Associate Dean Decision | | |
| Will granting this request result in course overload?
<div>Yes No</div> | | | Application Status: Approved Denied
Conditions: | | |
| Freedom of Information and Protection of Privacy
The personal information requested on this form is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act for the purpose of one or all of the following: To determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca . | | | | | |