Registrar's Office
Room 125, 6283 Alumni Cres
Henry Hicks Building PO Box 150000
Halifax, NS B3H 4R2

Office Use Only
Received date: _____

Letter of Permission

Personal Information

Name _____ **Student # B**

Dalhousie Email _____ Phone _____
(This form will be returned to your My Dal account.)

Degree Program _____

Faculty/School approval is required for students in the Faculty of Agriculture (adse-agr@dal.ca), Engineering, Management, the Schools of Health & Human Performance, Nursing, Schulich School of Law, Social Work, and all retroactive Letter of Permissions before submitting this form to the Registrar's Office.

Reason for taking class at another institution:

- ☐ Course not offered at Dal this term
- ☐ Dalhousie course full this term
- ☐ Scheduling conflict
- ☐ Living outside local area this term
- ☐ Departmental exchange program/study abroad *(list department)*
- ☐ Other _____

Will you be enrolled in courses at Dalhousie while taking the course(s) listed below? ☐ Yes ☐ No

Will you be receiving government student loans during this period? ☐ Yes ☐ No
If **yes,** you will need to have a Confirmation of Registration at Host University Form completed.

When are you taking the course at the other university?
Year: 20___/___ Start date: _____ End date: _____ ☐ Online course

Equivalency Information

Your transcript will reflect the information you provide. Please double check for accuracy.

Host University/Institution: _____ (***Please note: Only one institution per Letter of Permission form***)

			Please check appropriate session		
Course Name	Subject Code and Number	Credit Hours	Fall	Winter	Summer

Department Use Only*			
Dalhousie Equivalent	Credit Hours	Add to Equivalency Table? (Y/N)	Departmental Approval

**Please note that equivalencies will be added to the table unless otherwise indicated*

Student's signature: _____ **Date:** _____

Note: By signing, you confirm that you have read all instructions on the reverse side of this form. If this is your last course before graduation, you should be aware that graduation may be delayed. See reverse for more information.

Approval

- ***Approval is conditional upon academic and financial eligibility.***
- ***Faculty/School approval is required for students in the Faculty of Agriculture (adse-agr@dal.ca), Engineering, Management, the Schools of Health & Human Performance, Nursing, Schulich School of Law, Social Work, and all retroactive Letter of Permissions before submitting this form to the Registrar's Office.***
- ***Email your completed Letter of Permission to LOP@dal.ca for approval from the Registrar's Office***

Assistant Dean/Faculty/School for approvals: _____ Date: _____

Registrar's Office Approval: _____
Date: _____

Eligibility

- You must be registered in a degree program, have completed a minimum of 24 credit hours and in good academic standing.
  LOP requests for students who have completed one full term (15 credit hours) with a minimum term GPA of 2.7 or higher will be considered on a case-by-base basis. LOP forms will not be processed until the minimum number of credits have been completed.
- You must not owe money to Dalhousie.
- You must not have exceeded the allowable number of transfer credits.
- The workload will not exceed Dalhousie's limitations.
- The course at the other institution is acceptable for transfer to Dalhousie. The course is not offered via Challenge for Credit or Prior Learning Assessment and/or Recognition. **Dalhousie will not accept challenge credits from other institutions on letter of permission.**
- The course is not offered at Dalhousie in the term in which the student wishes to take it; or the student has a scheduling conflict; or the course is full; or the student is living outside the local area.
- If an equivalent class is available at Dalhousie, approval may not be granted.
- A direct equivalency may not satisfy degree requirements. Confirm the class can fulfill degree requirements with your Academic Advisor before registering.

Graduation

- Your Dalhousie academic record will not be updated with your LOP grades until an official transcript is provided. If this is your last course before graduation, the timing of when official transcript are made available at the other institution may delay your graduation.
- The Dalhousie Registrar's Office typically needs to receive final official transcripts by May 1 for Spring Graduation or September 1 for Fall Graduation.

Procedure

- Refer to dal.ca/lop for detailed procedure instructions.
- Complete LOP forms, once submitted to the Registrar's Office, may require **up to 4 weeks to process.**
- Assistant Dean/Faculty/School approval required for all retroactive LOPs.

Grades

- Please request official transcripts to be emailed to lop@dal.ca or mailed to the Registrar's Office.
- For courses taken at Canadian institutions, a letter grade will be recorded on your Dalhousie record.
- For courses taken at institutions outside of Canada, grades of P (pass) and F (fail), as appropriate, will be recorded on your Dalhousie Record.
- If you do not register for a course that has been approved, please have the other institution notify the Registrar's Office at Dal. Otherwise, if a grade is not received, a grade of INC (incomplete) will be recorded on your Dalhousie record.