



Office of Graduate Studies

Letter of Permission

Last Name: _____ First Name: _____
Student ID: _____ Degree Program: _____
Department/School: _____

Conditions:

1. A fee of \$50 is required at the time of application for Letter of Permission approval.
2. Only one LOP course per program is permitted. Students may not complete more than half of their prescribed course requirements outside of the University of Guelph, either through LOP, OVGS, or advanced credit transfer procedures.
3. LOP application must be approved in advance; approvals will not be granted retroactively.
4. The course requested must normally be a graduate level course required for the student's program. The course must be taken for credit (no audits are permitted).
5. Students are responsible for making the necessary arrangements for admission to the host university and for any fees payable.
6. Students must maintain their University of Guelph registration while taking a course on letter of permission.
7. An official transcript must be submitted from the host university directly to OGS following successful completion of the course; a minimum grade of 70% (B-) is required for credit to be granted. LOP courses will not appear on the student's U of G transcript.
8. Following successful completion of the course and receipt of the official transcript (see #7), the University of Guelph agrees to reimburse the student for tuition costs incurred at the host institution, up to a maximum of \$500, upon presentation of original receipts

STUDENT:

Academic Term From: _____ To: _____

Course Requested: (attach official course of calendar description)

Host Course Number	Host Institution	Credit Value
_____	_____	_____

Equates To: (If no equivalent exists, specify generic equivalency, e.g. HIST 600-level)

U of G Equivalent Course	Course Title	Credit Value
_____	_____	_____

I hereby apply for permission to take the following course to be included as part of my program at the University of Guelph. I understand that an approved Letter of Permission does not guarantee admission to the host university. The required fee of \$50.00 has been received by Enrollment Services. I acknowledge my responsibility for ordering a transcript of record to be sent directly to the University of Guelph upon completion of the course.

Student Signature: _____ Date: _____

DEPARTMENT/SCHOOL USE ONLY:

The department recommends that the course listed be accepted as per the equivalency stated above.

Student's Advisor: _____ Date: _____

Graduate Coordinator: _____ Date: _____

ENROLLMENT SERVICES USE ONLY:

The required \$50 payment has been received.

Receipt Number: _____ Initials: _____ Date: _____

OFFICE OF GRADUATE STUDIES USE ONLY:

Dean of Graduate Studies: _____ Date: _____