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|---|-------------|
| <b>Office Use Only</b>                    |             |
| <input type="checkbox"/> Exchange Program | Level _____ |
| Tuition paid at Dalhousie?                |             |

# Letter of Permission

**Eligibility**

- You must be registered in a degree program at Dalhousie and be in **good academic standing**.
- You must not owe money to Dalhousie.
- You must not have exceeded the limit on transfer credits. See Regulation 7 of the Undergraduate Calendar.
- The workload must 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.**
- 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.

**Procedure**

- Submit this form with course descriptions, to the Registrar's Office at Dalhousie before enrolling at the other institution.
- 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.
- Once you have completed the course, ask the other institution to forward an official transcript to the Registrar's Office at Dalhousie.
- If you are receiving **government student loans**, you will also need to have a **Confirmation of Registration at Host University** form completed.

**Grades**

- 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.

|   |                            |
|---|----------------------------|
| Name _____  | Student # <b>B00</b> _____ |
| Address _____<br>_____  | Phone _____                |
| Dalhousie Email _____<br>(This form will be returned to your My Dal account.)   |                            |
| Reason for taking class at another institution: <input type="checkbox"/> Course not offered at Dal this term <input type="checkbox"/> Scheduling conflict <input type="checkbox"/> Other _____<br><input type="checkbox"/> Dalhousie course full this term <input type="checkbox"/> Living outside local area this term |                            |
| Degree Program _____  |                            |

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

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

| University | Subject | Number | Credit Hours | Please check appropriate session |        |        |
|------------|---------|--------|--------------|----------------------------------|--------|--------|
|            |         |        |              | Fall                             | Winter | Summer |
|            |         |        |              |                                  |        |        |
|            |         |        |              |                                  |        |        |
|            |         |        |              |                                  |        |        |
|            |         |        |              |                                  |        |        |
|            |         |        |              |                                  |        |        |

| Department Use Only  |              |                       |      |
|--|--------------|-----------------------|------|
| <i>Please note that equivalencies will be added to the table unless otherwise indicated.</i> |              |                       |      |
| Dalhousie Equivalent   | Credit Hours | Departmental Approval | Date |
|  |              |                       |      |
|  |              |                       |      |
|  |              |                       |      |
|  |              |                       |      |
|  |              |                       |      |

**Approval is conditional upon academic and financial eligibility. If this is your last course before graduation, you should be aware that graduation may be delayed.**

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assistant Dean/Faculty/School Approval for appeals: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_