

**GRADUATE STUDENT LETTER OF PERMISSION**

Home Institution: Dalhousie University  
 Faculty of Graduate Studies  
 Room 314, Henry Hicks Building, 6299 South St  
 P.O. Box 15000, Halifax, NS, Canada, B3H 4R2  
 tel 902.494.2485 | fax 902.494.8797 | email graduate.studies@dal.ca

<b>FORM TO BE RETURNED TO STUDENT:</b>		
Picked up at:	<input type="checkbox"/> Registrar's Office (main campus)	<input type="checkbox"/> Student Services Counter (Sexton campus)
<input type="checkbox"/> by mail at address below	<input type="checkbox"/> by email at address below	

*Under provisions of the Agreement, it is agreed that:*

<b>SURNAME:</b>	<b>FIRST NAME:</b>	<b>INITIAL:</b>	<b>BANNER ID:</b>
<b>CURRENT MAILING ADDRESS:</b>			
<b>CITY:</b>	<b>PROVINCE:</b>	<b>POSTAL CODE:</b>	
<b>TELEPHONE NUMBER:</b>	<b>E-MAIL:</b>		
<b>COUNTRY OF CITIZENSHIP:</b>	<b>COUNTRY OF BIRTH:</b>		
<b>IMMIGRATION STATUS:</b>	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Landed Immigrant	<input type="checkbox"/> Student Visa <input type="checkbox"/> Other Visa
<b>DATE OF ENTRY, IF NON-CDN (D-M-Y):</b>			

<b>DEGREE:</b>
<b>WILL YOU BE TAKING CLASSES AT DALHOUSIE WHILE TAKING THE CLASS(ES) LISTED BELOW?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

<i>has permission to take the following at</i>		<b>HOST INSTITUTION</b>				
COURSE NUMBER	COURSE TITLE	DISTANCE/ CORRESPONDENCE	DAL EQUIVALENCY	CREDIT HRS	TERM (F/W/S)	START & END DATES
<b>Example:</b> MGMT 6697	<i>New Venture Opportunities</i>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<i>BUSI 6002</i>	<i>3</i>	<i>F</i>	<i>Sept 1/10 – Dec 21/10</i>
		<input type="checkbox"/> YES <input type="checkbox"/> NO				
		<input type="checkbox"/> YES <input type="checkbox"/> NO				
		<input type="checkbox"/> YES <input type="checkbox"/> NO				

<b>DALHOUSIE UNIVERSITY</b>			
SIGNATURE/NAME—STUDENT		SIGNATURE/NAME—GRADUATE COORDINATOR	
DATE		DATE	
SIGNATURE/NAME—FACULTY OF GRADUATE STUDIES		SIGNATURE/NAME—OFFICE OF THE REGISTRAR	
DATE		DATE	

<b>GRADUATE STUDIES:</b>	Host Institution to Invoice Dalhousie Directly	<input type="checkbox"/> YES <input type="checkbox"/> NO
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The LOP form originates at Dalhousie University, usually with the student and then reviewed and approved at the Department level, it is then sent to Dalhousie's Faculty of Graduate Studies for final approval and signature. At this point Dalhousie's Registrar's Office can enter the class on the student's academic record. The form is then returned to the student for registration at the Host University.

Please note: Page 2 is important student information which must be signed by the student.

**LETTER OF PERMISSION: ADDITIONAL PROCESSING INFORMATION**

Please read the following information carefully before requesting permission to take courses at another institution.  
**See Regulation 7.6.6 in the graduate calendar for more details.**

1. \* **Note to International Students:** It is your responsibility to confirm with the host institution that you are an international student at Dalhousie and your health insurance is covered by Dalhousie (Your home institution). Be aware, as an international student, there may be other international fees charged by the host institution, that Dalhousie does not cover.
  2. Your letter of permission request must be completed (e.g. Dalhousie Equivalency) and approved first by your Graduate Coordinator, second by the Faculty of Graduate Studies and third by the Registrar's Office. Once approved, take the letter of permission to the host institution and register as a visiting student.
  3. *Program Fee Students only:* You must register and pay program fees at Dalhousie. Dalhousie will normally pay some or all tuition for program fee students at other institutions within the Maritime provinces if the class is not available at Dalhousie and if the class is a program requirement. Please see Regulation 7.6.6 for details. Classes taken outside the Maritime provinces will be considered on a case by case basis. Dalhousie does not cover the international differential fee nor student service fees at the host institution.
  4. It is your responsibility to have transcripts sent from the other institution. If a transcript is not received, you will automatically receive a grade of F (Fail).
  5. If you drop a course at the other institution, or do not register for the course, you must inform us in writing for further instructions.
  6. It is important you understand the grading policy for approved courses at another institution:
    - a. Students taking a class at another Canadian Institution:  
Classes taken at another institution inside Canada may have a different grading policy than Dalhousie University. It is important that you understand Dalhousie does not reevaluate grades from another university. Therefore, any grade received from another institution in Canada which is below B- will be changed to F on your Dalhousie record.
    - b. Students taking a class at an institution outside of Canada:  
The grade awarded at any international institution will be converted using a defined international grade conversion standard. Dalhousie Graduate students must achieve a grade of B- in order to receive a grade of pass on their academic record. Below is a list of five countries which Dalhousie graduate students commonly take classes on a LOP, please see the minimum grade required for a grade of Pass on your Dalhousie record:

Denmark: minimum grade of '7'	Portugal: minimum grade of '14'
France: minimum grade of '12'	Sweden: minimum grade of 'C'
Germany: minimum grade of '2'	
- For the current conversion standard for a country not listed above students will receive an individual email confirming the minimum grade required.
- Following grade conversion, any grade that is B- or greater will be recorded as PASS on your Dalhousie record. Following grade conversion, any grade below a B- will be recorded as FAIL on your Dalhousie record. Credit will be granted for PASS grades but the grade will be neutral in GPA calculations for admission and scholarship purposes. Classes in which the earned grade was FAIL will be considered as zero in GPA calculations for admission and scholarship purposes.
7. Dalhousie students taking a LOP outside of Canada must provide proof of completion of the International Centre's "[Pre-Departure Course](#)" prior to approval of LOP.
  8. The maximum number of courses taken outside Dalhousie University shall be limited to 33% of class requirements.
  9. The Faculty of Graduate Studies requires 48 hours to review and process a letter of permission request.

**I HAVE READ THE ABOVE INFORMATION AND AGREE TO ABIDE BY THE REGULATIONS.**

<b>BANNER ID:</b>		
<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>