

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

FORM TO BE RETURNED TO STUDENT:

Picked up at: Registrar's Office (main campus) Student Services Counter (Sexton campus)
 by mail at address below by fax (original mailed) — fax number:

Under provisions of the Agreement, it is agreed that:

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

DEGREE:

WILL YOU BE TAKING CLASSES AT DALHOUSIE WHILE TAKING THE CLASS(ES) LISTED BELOW? Yes No

has permission to take the following at

HOST INSTITUTION

COURSE NUMBER	COURSE TITLE	DISTANCE/ CORRESPONDENCE	DAL EQUIVALENCY	CREDIT HRS	TERM (F/W/S)	START & END DATES
Example: MGMT 6697	<i>New Venture Opportunities</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>BUSI 6002</i>	3	F	Sept 1/10 – Dec 21/10
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				

DALHOUSIE UNIVERSITY

SIGNATURE/NAME—STUDENT		DATE	SIGNATURE/NAME—DEPARTMENTAL APPROVAL		DATE
SIGNATURE/NAME— FACULTY OF GRADUATE STUDIES		DATE	SIGNATURE/NAME— OFFICE OF THE REGISTRAR		DATE

GRADUATE STUDIES: Host Institution to Invoice Dalhousie Directly Yes No

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.

**LETTER OF PERMISSION:
ADDITIONAL PROCESSING INFORMATION**

Please read the following information carefully before requesting permission to take courses at another institution.
See Regulation 6.6.6 in the graduate calendar for more details.

1. 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.
2. *Program Fee Students only:* You must register and pay program fees at Dalhousie. Dalhousie will normally pay 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. Classes taken outside the Maritime provinces will be considered on a case by case basis.
3. 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).
4. If you drop a course at the other institution, or do not register for the course, you must inform us in writing.
5. 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 for a Dalhousie equivalent. Basically 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 International Institution:
Classes taken at an institution outside Canada in which passing grades have been achieved will be recorded as "PASS" on your Dalhousie record, credit will be granted but the grade will be neutral in GPA calculations for admission and scholarship purposes. Classes in which the grade earned is a failure will be recorded as such on your Dalhousie record and will be considered zero in GPA calculations for admission and scholarship purposes. In institutions where the host institution does not use letter grades, the Faculty of Graduate Studies in consultation with the Registrar's Office will determine if credit is to be granted or if failure is to be recorded.
6. The maximum number of courses taken outside Dalhousie University shall be limited to 33% of class requirements.
7. **Note to International Students:** It is your responsibility to confirm with the host institution that your health insurance is covered by Dalhousie (Your home institution). This confirmation is necessary to opt out of the host institution's international student health plan.

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

NAME

SIGNATURE

DATE