

REQUEST FOR LETTER OF PERMISSION

A Letter of Permission (LOP) is required if a University of Guelph-Humber student wishes to enroll in a course at another institution and have the course considered as a credit toward their University of Guelph-Humber graduation requirements.

A student seeking a letter of permission must provide the following:

1. Completed Letter of Permission form (below).
2. A detailed course syllabus/outline for the course(s) for which credit is being sought to show equivalency to a specific course within their program.
3. \$50 processing fee, which will be automatically applied to your student account on WebAdvisor. Fee is due with regular tuition and fees by the tuition deadline for the given semester. *Account will be charged if even if the request is denied. Fee is non-refundable even if course is later dropped or student never registers with host institution.*

Completed forms/outlines can be submitted to GH108, faxed to 416-798-3606, or scanned and emailed to advisors@uelphhumber.ca

NOTE: LOP is provisional pending successful completion of the continuation of study requirements for that semester. If a student is not eligible to continue, the LOP may be cancelled.

Once the LOP is approved:

1. You must register and pay for the course directly through the host institution. Registration in the course is determined by the host institution depending on space in the course and completion of required prerequisites. *Fees to the host institution are in addition to your Guelph-Humber tuition and fees.
2. Students are required to complete the courses specified on the Letter of Permission during the semester stated on the form (some host institutions give 6 months to complete courses. You only have the Guelph-Humber semester to complete the course).

After the course is completed:

1. You must forward your official transcript directly to your Academic Advisor by the 20th class day of the following semester *Faxes, emails or copies will not be accepted!
If the transcript for the course is not received before the 20th class day of the semester following the completion of the course, a grade of "F" (fail) will be entered on your transcript.

University of Guelph Humber
Academic Advising (your Advisor's name)
GH 108 Student Services
207 Humber College Blvd
Toronto, ON M9W 5L7

2. If you drop the course or do not register, you must arrange for the host institution to send your Academic Advisor a letter stating you withdrew in good standing.
3. All courses attained on an approved Letter of Permission will be included in internal academic records as either a credit (CRD), or fail (F). Your grade will not appear on internal records and will not count in the semester average or the overall academic average (cumulative average) and will not be used to determine your status under the continuation of study regulations.

Courses at the University of Guelph

1. Students who wish to take a course at the University of Guelph and are registered in any University of Guelph-Humber course(s) in the same semester will proceed with a Letter of Permission request form.
2. If students wish to take a course at the University of Guelph and are not registered in any University of Guelph-Humber course(s) in the same semester, a **Course Substitution form** is an option instead of a LOP.
 - a. You must complete the [Course Substitution Form](#) and give it to your Academic Advisor. If approved, your Academic Advisor will register you in the course(s) and all fees associated will appear on your WebAdvisor account.
 - b. The grade received from a University of Guelph course will appear on your transcript and will be used to calculate your cumulative and/or semester average(s) and your status under the continuation of study regulations.

REQUEST FOR LETTER OF PERMISSION

FOR OFFICE USE ONLY

- ☐ Entered on Datatel
- ☐ SPRO active student
- ☐ Letter Generated
- ☐ Email Sent (from advisor)
- ☐ Financial \$50

**Indicates fields that MUST BE COMPLETED in order for the form to be processed*

A. *PERSONAL INFORMATION					
Student ID #		Check relevant semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer		Year (ie. 2017)	
Last Name		First Name			
Program (ex Business)		Phone Number (mobile) ()		Did you Transfer from another institution? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Street		City	Province	Postal Code	
University of Guelph-Humber Email @guelphhumber.ca					
B. *HOST INSTITUTION					
Name			Start Date	End Date	
Street		City	Province	Postal Code	
Have you previously attended this Host Institution? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you in your final semester at GH? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you currently receiving OSAP? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you MUST contact finaid@guelphhumber.ca ASAP!	
<input type="checkbox"/> I acknowledge that my student account will be charged a \$50 processing fee per LOP request form/host institution payable via WebAdvisor and due by the tuition deadline for the semester. <i>Account will be charged even if request is denied. Fee is non-refundable even if course is later dropped or student never registers with host institution.</i>					
C. *COURSE REGISTRATION					
Host Institution Course Information PLEASE ATTACH COURSE OUTLINES FOR ALL COURSES!			University of Guelph-Humber Course Information		
Course Code	Course Title	Course Code	Course Title (For Elective course, write "Elective")	Approved?	Credit Earned
<i>By signing this form you acknowledge that, if approved, the Letter of Permission will be emailed to you. It is your responsibility to register and pay for the course directly through the host institution. You must forward your official transcript to your Academic Advisor by the 20th class day of the next semester. A passing grade will be posted as a credit (CRD) on your Guelph-Humber transcript. A failing grade will be posted as an "F". The numerical grade will NOT be posted or included in your average. \$50 fee will be added to your Guelph-Humber student account on WebAdvisor.</i>					
D. ACKNOWLEDGEMENTS					
*Student Signature			*Date		
Approval Signature (I approve the proposed course(s) outlined above)			Date		
Date Letter Processed:		Date Credit Processed:			