

## 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@guelphhumber.ca](mailto:advisors@guelphhumber.ca)*

### **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  
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 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 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.
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 have it approved by your Program Head and Academic Advisor. 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 average and your status under the continuation of study regulations.

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

A. PERSONAL INFORMATION					
Student #:		Relevant Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer		Year:	
*Last Name:			*First Name:		
*Program:			*Email Address: <b>@guelphhumber.ca</b>		
B. *HOST INSTITUTION					
Name:			Start Date:	End Date:	
Street:		City:		Province:	Postal Code:
Have you previously attended this Host Institution? ___ YES    ___ NO		Are you in your final semester at GH? ___ YES    ___ NO		Are you currently receiving OSAP? ___ YES    ___ NO If yes, you MUST contact <a href="mailto:finaid@guelphhumber.ca">finaid@guelphhumber.ca</a> 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. 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.					
C. *COURSE REGISTRATION					
Host Institution Course Information PLEASE ATTACH COURSE OUTLINE FOR ALL COURSES!			University of Guelph-Humber Course Information		
Course Code	Course Title	Course Code	Course Title	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 you Academic Advisor by the 20<sup>th</sup> 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 posed as an "F". The numerical grade will NOT be posted or included in your GPA. \$50 fee will added to your Guelph-Humber student account on WebAdvisor.</i>					
D. ACKNOWLEDGEMENTS					
*Student Signature			*Date:		
Approval Signature ( <i>I approve this proposed course(s) outlined above</i> )			Date:		
Date Letter Processed:			Date Credit Processed:		

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [www.elaws.gov.ca/index.html](http://www.elaws.gov.ca/index.html). This information is used by university officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Center, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of the Registrar's Services Department Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (416) 798 – 1331 or see [www.uoguelph.ca/registrar/Index.cfm?index](http://www.uoguelph.ca/registrar/Index.cfm?index).