

**Letter of Permission**

**Eligibility**

- You must be registered in a degree programme 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 must be acceptable for transfer to Dalhousie.
- If an equivalent class is available at Dalhousie, approval may not be granted.

**Procedure**

- Submit this form with class descriptions, to the Registrar's Office at Dalhousie before enrolling at the other institution. Otherwise you will have to appeal to the appropriate Faculty committee for retroactive approval.
- If the class is approved, two signed copies of the form will be returned to you. You must send one copy to the other institution. The other copy is for your records.
- If you do not register for a class that has been approved, please have the other institution notify the Registrar's Office at Dalhousie. 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.

**Grades**

- For classes taken at Canadian institutions, a letter grade will be recorded on your Dalhousie record. Numeric grades will be converted to the appropriate Dalhousie equivalent letter grade.
- For courses taken at institutions outside of Canada, grades of P (pass) and F (fail), as appropriate, will be recorded on your Dalhousie Record.

**Potential Graduates**

- If this is your last class before graduation, you should be aware that graduation may be delayed. If you have not already done so, please submit an application for graduation.

**Faculty of Graduate Studies**

- If you are a student in the Faculty of Graduate Studies, please complete a CUGTA (Canadian University Graduate Transfer Agreement) form, available at <http://dal-grad.dal.ca/forms/student/#cugta>

<b>Name:</b> _____	<b>Student #:</b> <table border="1" style="display:inline-table; border-collapse: collapse;"><tr><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td></tr></table>										
<b>Address:</b> _____	<b>Phone #:</b> (____) _____										
	<b>Email:</b> _____										
<b>Form to be:</b> <input type="checkbox"/> Returned by mail to above address <input type="checkbox"/> Picked up <input type="checkbox"/> Faxed with original mailed to: _____											
	<b>Fax #:</b> (____) _____										
<b>Reason for taking class at another institution:</b> <input type="checkbox"/> Class not offered at Dalhousie this term <input type="checkbox"/> Scheduling conflict <input type="checkbox"/> Dalhousie class full this term <input type="checkbox"/> Living outside local area this term <input type="checkbox"/> Other _____											
<b>Degree Programme:</b> _____											

Will you be enrolled in classes at Dalhousie while taking the class(es) listed below?   Yes   No

When are you taking the class at the other university?

Year: 20\_\_\_\_/\_\_\_\_   Start Date: \_\_\_\_\_   End Date: \_\_\_\_\_   Correspondence

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

			Please check appropriate session		
University	Subject	Number	Fall	Winter	Summer

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

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please contact your advisor to check your degree requirements.

*Approval is conditional upon academic and financial eligibility.*

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

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

Department Use Only	
<input type="checkbox"/> Exchange Programme	
Tuition paid at Dalhousie?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No