DEFINITION:

A Graduate Student Letter of Permission (LOP) is a formal authorization for graduate students wanting to take graduate courses at other accredited post-secondary institutions outside of Ontario for credit towards their Ryerson graduate degree program. Graduate courses at Universities within Ontario must be taken through the OVGS program. See www.ryerson.ca/graduate.

INSTRUCTIONS/PROCESS:

1. Complete the information Section 1
2. Attach a teaching outline or course description of the course you wish to take at the host institution.
3. Obtain authorization signatures from supervisor and program director.
4. Pay the $40 processing fee at the Service Hub (POD-150)
5. Make a copy of the form showing proof of payment and retain this for your records.
6. Submit the completed application form to YSGS, 11th floor, 1 Dundas St. West, for final approval and processing.
7. Your official LOP will be mailed to the address on your student record or, upon request, held at your program office for pick up. In the case where permission is denied, you will be informed by email and a copy of your assessed form will be mailed to you.

REGULATIONS:

1. Graduate students must pay continuous registration fees at their home university, in addition to any charges by the host university.
2. Applications must include course descriptions/teaching outlines of the external course in order to be assessed.
3. Graduate courses at Ontario universities must be taken through the OVGS program NOT through LOP. See the OVGS form for more information.
4. LOPs will be considered only for courses applicable to a student's program, and only for students who are actively completing a program of study. LOPs and/or credit will not be granted to "Special" students.
5. Approved courses must be taken during the term specified.
6. All courses taken on a LOP must be completed with minimum grades of "B" (70%).
7. Within three months of completing the approved course, you must submit a Transfer Credit Application form along with an official transcript from the host institution to YSGS, 11th floor, 1 Dundas St. West, in order for your credit to be finalized.
8. Any credits granted on LOP will be recorded as CRT on your record and will not be included in the calculation of your grade point average (GPA).

Ryerson University

A Letter of Permission is a formal authorization for students to take courses at other accredited post-secondary institutions outside of Ontario for credit towards their Ryerson degree program. Please read the instructions on reverse side before completing this form. Graduate courses at Universities within Ontario must be taken through the OVGS program.

Note: If approved, your official Letter of Permission will be emailed to your Ryerson.ca address. If your application is denied, a copy of your assessed form will be mailed to you indicating the reasons why. If you wish to pick up your Letter of Permission from your Program Administrator, please check this box:

VALID RECEIPT WITH CASH REGISTER IMPRINT
Account No. 1-11-11019-7981

Section 1: To be completed by the student	
Last Name, First Name:	**Student ID:**
Ryerson.ca email address:	**Phone number:**
Degree program (e.g., Fashion MA):	**Degree Type: (e.g., PhD):**
External course to be completed at (name of host institution):	
Course number: / **Course name:**	
Term/year attending (e.g. fall 2017):	
To replace Ryerson course or elective group:	
Have you previously taken this Ryerson course? Yes No	**Is this your final course for graduation?** Yes No

Section 2: To be completed by faculty supervisor and graduate program director			
Approved / Denied	**Faculty Advisor/Supervisor (Print):**	**Signature:**	**Date:**
Approved / Denied	**Graduate Program Director (Print):**	**Signature:**	**Date:**

Comments:

Section 3: To be completed by Graduate Studies		
Print name:	**Signature:**	**Date:**