

LETTER OF PERMISSION APPLICATION FORM

A Letter of Permission (LOP) provides formal authorization for students who want to take courses at other accredited post-secondary institutions to use towards their Toronto Metropolitan University Degree or Certificate program graduation requirements.

Please read the instructions before completing this form.

IMPORTANT: The Curriculum Management Office will issue an official approved or denied letter of Permission once the

PART 1: To be completed by the student

Degree Student Certificate Student

Student I.D. Number: _____

First Name(s) _____

Last Name _____

Phone Number _____

E-mail Address _____

PROGRAM/PLAN _____

NAME OF HOST INSTITUTION _____

REQUESTED TERM _____

COURSE CODE AND TITLE _____

TO REPLACE TMU COURSE OR ELECTIVE GROUP (e.g., ACC 100 or Upper/Lower Level Liberal Studies)

SEND LOP TO CURRENT MAILING ADDRESS ON FILE

HOLD LOP FOR PICK-UP (You will be notified by e-mail when the letter is ready for pick up at _____, POD- _____)

PART 2: To be completed by CURRICULUM ADVISING (POD-355)

RULE VERIFIED: **YES** EXP. DATE: _____ **NO** Proceed to Part 3 (below)

TMU COURSE: _____ CAO INITIALS: _____

PART 3: To be completed by authorized TEACHING DEPARTMENT representative.

PERMISSION GRANTED* TO ENROL IN THE ABOVE EXTERNAL COURSE FOR CREDIT IN: _____ /GROUP: _____

CREATE RULE: FOR PROGRAM FOR ALL APPLICABLE PROGRAMS Max Timespan (years): _____

PERMISSION DENIED TO ENROL IN THE ABOVE EXTERNAL COURSE - NOT APPLICABLE TO PROGRAM REQUIREMENTS

COMMENTS: _____

SIGNATURE OF CHAIR / DIRECTOR OF TEACHING DEPT.

PRINT NAME

DATE

SIGNATURE OF DEAN OF ENGINEERING AND ARCHITECTURAL SCIENCE
(For Engineering students only)**

PRINT NAME

DATE

* Permission to enrol in course is not final until official approval is granted by the Curriculum Management Office.

** Engineering students require the signature of the Dean of Engineering and Architectural Science for Engineering, Computer Science, Mathematics, Physics and Science courses.

PART 4: To be completed by CURRICULUM ADVISING (POD-355)

APPROVED **DENIED** **CURRENTLY ENROLLED IN PREREQUISITE** _____
Course Code

COMMENTS: _____

SIGNATURE OF CURRICULUM ADVISING

DATE

To be completed by AA	
WITHHOLD <input type="checkbox"/>	Letter Processed <input type="checkbox"/>
Date Processed _____	
Initials _____	

VISA MASTERCARD AMEX

Card Number: _____

Name on Card: _____

Expiry Date: Month _____ Year _____

I authorize Toronto Metropolitan University to charge \$ _____ for the payment of my Letter of Permission to my VISA/Mastercard/American Express (AMEX) account. I acknowledge that my Letter of Permission request will not be processed in the event of a declined credit card transaction.

CARDHOLDER SIGNATURE

STUDENT NUMBER

DEFINITION:

A Letter of Permission (LOP) is a formal authorization for students who wish to take courses at other accredited post-secondary institutions for credit towards their Toronto Metropolitan University Degree or Certificate program.

INSTRUCTIONS:

1. Complete Part 1 of the application form and attach a detailed course outline of the course you wish to take at the host institution. A separate application form is required for each course/institution.
2. Submit the form with payment to the Service Hub, POD-150 (the \$40.00 LOP application fee is non-refundable). The application will be sent to Curriculum Management for an initial assessment. If required, the Curriculum Management Office will forward the application to the Teaching Department for review.
3. The official LOP decision (approved/denied) will be sent to your mailing address on file; or, if requested, held for pick-up at the Service Hub at POD-150. Processing times may vary. A minimum of five (5) business days is required.
4. Once you have received the LOP, you may enrol in and complete the course. In order to receive credit for the course, you must submit an official transcript from the host institution to the Service Hub, POD-150, attention: Transfer Credit Unit.

ELIGIBILITY:

- You must be an active student enrolled in a program of study at Toronto Metropolitan University. LOPs will not be granted to students with a Special Student or Withdrawn status.
- You must be in good academic (clear) standing in the session prior to enrolment at the host institution.
- You must not have a hold on your student record with an enrolment impact preventing you from adding or dropping courses at Toronto Metropolitan University. Your Letter of Permission Application will not be processed if there is a hold on your account.
- You must not have been awarded transfer credit for 50% or more of your Toronto Metropolitan University program requirements (e.g. Direct Entry students are generally not eligible for an LOP).

CONDITIONS:

- Course(s) must be applicable to your Toronto Metropolitan University program curriculum requirements.
- Course level status at the host institution must match the Toronto Metropolitan University course (degree level for degree level). Course(s) that are completed at higher level status (degree) may satisfy a lower level status course (certificate) requirement.
- Courses from accredited universities will be considered for transfer credit when successfully completed with a minimum grade of 60 percent.
- Courses from accredited post-secondary colleges and institutions of technology will be considered for transfer credit when successfully completed with a minimum grade of 70 percent or B-. Some college courses will not be considered for transfer credit regardless of the grade achieved.
- Performance indicators other than alpha or percentage grades are not accepted for transfer credit. i.e. PSD (passed), CRT (credit), EXP (exempt), EXM (exam), etc.
- Course(s) must be completed in the term approved on the Letter of Permission in order to receive credit at Toronto Metropolitan University. The LOP is invalid if courses are not completed in the approved term.
- Course(s) taken on a LOP will count toward cumulative credit attempts.
- Course(s) taken on a LOP will not count in the term or the cumulative GPA (grade point average).
- Applications for Liberal Studies course(s) require approval and signatures from the Faculty of Arts.
- Engineering students require the approval and signature of the Dean of the Faculty of Engineering and Architectural Science.
- Transcripts for course(s) completed in a student's graduating year must be received by the final date to clear all outstanding academic graduation requirements to be eligible for graduation. More information on Significant Dates for Graduation and Convocation can be found online.
- The prerequisite for the required course must be successfully completed in order to be eligible to take the subsequent course. If you are currently enrolled in the prerequisite course, you may be granted permission to take the LOP. However, until the prerequisite course is successfully completed, you will not receive credit for the course taken on LOP.

For more information on Letters of Permission and Transfer Credits, please

visit: www.torontomu.ca/curriculumadvising