Undergraduate Letter of Permission Request Form

Student Information:			
Last Name:		**First Name:**	
Student ID:	A	**E-mail:**	
Program:		**Major(s):**	

Registration Information:																				
Host Institution:																				
Term:	**Fall**	**2**	**0**			**Winter**	**2**	**0**			**Spring**	**2**	**0**			**Summer**	**2**	**0**		
Reason:	☐ Course not offered at SMU in any term										☐ SMU official exchange program									
	☐ SMU course is full/not offered this term										☐ Other: Please include separate letter with reason									

Are you planning on registering for courses at SMU in the same term as the courses below?	☐ Yes	☐ No
Have you met with your Academic Advisor about taking courses elsewhere?	☐ Yes	☐ No

Courses Applied For:			Office Use Only:		
Course Subject (Ex. CHEM)	**Course #** (Ex. 1000)	**Course Title** (Ex: Intro to Chemistry)	**Method of Instruction**	**Credit Value**	**SMU Equivalent**
			☐ Online ☐ In-person		
			☐ Online ☐ In-person		
			☐ Online ☐ In-person		
			☐ Online ☐ In-person		
			☐ Online ☐ In-person		
			☐ Online ☐ In-person		

Student's Signature:		**Date:**	

Faculty Advising Office:			
Approval Granted:	☐ Yes ☐ No	**Date:**	
Representative Name:		**Representative Signature:**	
Comments:			

Academic Operations Office:			
Signature:		**Date:**	

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Instructions:

1. Review Academic Regulation 19 before submitting your Letter of Permission (LOP) request.
2. Complete the LOP form.
3. Attach a detailed course outline(s) of the course(s) you want to take.
4. Submit form to your Faculty Advising Office.
5. If the LOP is approved, you will need to apply to the host institution as a visiting student with the original Letter of Permission request form.

Please Note:

- All approved courses will be added to your academic record as in progress (INP) until a final transcript is received.
- Upon completion of the course(s) taken on this Letter of Permission, it is your responsibility to request an official transcript be sent to Saint Mary's University (SMU).
- All grades (including failing grades) for courses completed on Letter of Permission at Canadian institutions will be recorded on your transcript and included in GPA calculations. Grades for courses taken outside Canada are recorded as TR and excluded from the GPA (a minimum grade of C is required for courses taken at International Institutions).
- If a transcript is not received **within 3 months of the end of the SMU term** in which the course is approved to be taken, a final grade of NR (not recorded) will be assigned in the course(s).
- For those that are graduating, the deadline to submit a transcript can be found here.
- If you decide to not complete any of the courses approved on this LOP, you will be required to notify academic.operations@smu.ca. Please note: Prior to the add/drop deadline you can send an email, beyond the add/drop deadline, proof of withdrawal from the host university will be required.
- The LOP form does not guarantee admission to the host institution. You must comply with the application and registration process of that institution.
- It is your responsibility to pay tuition fees and related expenses to the host institution.

☐ I have read and understood Academic Regulation 19 and the notes outlined above.

Student's Signature:		**Date:**	