

LETTER OF PERMISSION APPLICATION FORM

VALID RECEIPT WITH CASH REGISTER IMPRINT
Account No. 1-11-10041-5241 (HK12)

A Letter of Permission (LOP) is a formal authorization for students wanting to take courses at other accredited post-secondary institutions for credit towards their Ryerson Degree or Certificate program. Please read instructions on reverse before completing this form.

PART 1: To be completed by the student

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Degree Student Certificate Student

Student ID No.

PROGRAM/PLAN: _____

First Name(s)

Last Name

Phone Number

E-mail Address

EXTERNAL COURSE TO BE COMPLETED AT (NAME OF HOST INSTITUTION): _____

TERM / SESSION FOR LOP: _____ **COURSE CODE / TITLE:** _____

TO REPLACE RYERSON COURSE OR ELECTIVE GROUP: _____

(e.g., ACC 100 or Upper/Lower Level Liberal Studies)

Have you previously taken this Ryerson course? YES NO Is this your final course for graduation? YES NO

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

RULE VERIFIED:

YES EXP. DATE: _____

NO Proceed to Part 3 (below)

RYERSON COURSE: _____

Student Agreements entered (TC): _____

SIGNATURE CURRICULUM ADVISING

DATE

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

PERMISSION GRANTED TO ENROLL IN THE ABOVE EXTERNAL COURSE FOR CREDIT IN: _____

RYERSON COURSE/ELECTIVE GROUP (specify): _____

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

PERMISSION DENIED TO ENROLL 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, ARCHITECTURE
AND SCIENCE (For Engineering students only)

PRINT NAME

DATE

ATTENTION STUDENTS: If approved, your official Letter of Permission will be mailed to the mailing address on your student record. Please ensure that this address is up to date by visiting RAMSS (my.ryerson.ca). If your application is denied, an email will be sent to your Ryerson account informing you of the reason why. If you wish to pick up your Letter of Permission from Enrollment Services & Student Fees (POD-64), please check this box: **HOLD FOR PICK-UP**

RYERSON UNIVERSITY

CURRICULUM ADVISING
350 Victoria Street, Toronto, Ontario, Canada M5B 2K3
www.ryerson.ca/curriculumadvising | gradinfo@ryerson.ca | Tel: 416-979-5151

Visit www.ryerson.ca/privacy
for more information.

1/09/11

VISA MASTERCARD AMEX

Card Number: _____

Name on Card: _____

Expiry Date: Month _____ Year _____

I authorize Ryerson 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

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STUDENT NUMBER

LETTER OF PERMISSION

DEFINITION:

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

INSTRUCTIONS/PROCESS:

1. Complete the information under Part 1.
2. Attach a detailed course outline of the course you wish to take at the host institution.
3. Submit form (once \$40 processing fee has been paid) to Curriculum Advising for an initial assessment. If there are no established equivalencies on file, you will be requested to forward the application to the applicable department for review.
4. For Liberal Studies courses please obtain authorization signatures from the Teaching Department or Faculty of Arts Department. Engineering students require the signature of the Dean of Engineering, Architecture and Science for Engineering, Computer Science, Mathematics, Physics and Science courses.
5. If approved, an official Letter of Permission will be mailed to the address on your student record or, upon request, held at the Enrollment Services and Student Fees Office (POD-64) for pick up within 5 business days. In the case where permission is denied, you will also be informed by email.

REGULATIONS:

1. Letters of Permission **will not** be processed if there is a negative service indicator (hold) on your student record. Please confirm that your student record is clear of any/all such 'holds' or, clear your student record of any/all such 'holds' and then submit your Letter of Permission Application. Note: Application fees submitted will not be refunded.
2. Applications must include detailed course outlines of the external course in order to be assessed.
3. Letters of Permission (LOPs) will only be considered for courses that are a part of a student's program, and only for students who are active in a program of study. LOPs will not be granted to students with 'Special Student' status or students with a 'Withdrawn' status. Normally, Direct Entry students are not eligible to obtain Letters of Permission.
4. Courses considered on a LOP must be of equal or greater value than the course/elective group it is being applied to (Chang School courses included).
5. Approved courses must be taken during the term specified (Spring/Summer, Fall or Winter).
6. All courses taken on LOP must be completed with minimum grades of 'C' (60%) if taken at a University, or 'B' (70%) if taken at a Community College to be eligible for a transfer credit.
7. **Within three months of completing the approved course, you must submit a paper Transfer Credit Application Form** (available at www.ryerson.ca/forms) along with an official transcript from the host institution to Enrollment Services and Student Fees (POD 64) in order for your credit to appear on your academic record.

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

www.ryerson.ca/calendar
www.ryerson.ca/studentguide
www.ryerson.ca/curriculumadvising
www.ryerson.ca/transferecredits