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. See www.ryerson.ca/graduate.

PLEASE PRINT CLEARLY

Student ID

Degree (e.g., MASC, MEng)

Program Name (e.g., Civil Engineering)

First Name

Last Name

Phone No. (include area code)

Email address

EXTERNAL COURSE TO BE COMPLETED AT:

Name of Host Institution:

Term / Year Attending:

Course Code and Title:

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

PART 2: To be completed by authorized Graduate Program Supervisor and Program Director, Assistant Registrar, Graduate Studies

□ PERMISSION GRANTED to enroll in the above external course – credit for the following Ryerson course/elective group;

__________________________________________________

□ PERMISSION DENIED to enroll in the above external course – not suitable for program credit.

COMMENTS: ______________________________________________________________________________________________

Print Name

Signature of Supervisor

Date

Print Name

Signature of Program Director

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, 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: □ HOLD FOR PICK-UP

SCHOOL OF GRADUATE STUDIES
360 Victoria Street, Toronto, Ontario, Canada M5B 2K3
www.ryerson.ca/graduate | Tel: 416-979-5365
To learn about Ryerson’s Policy on the protection of personal information visit www.ryerson.ca/ryerson/privacy.html
GRADUATE STUDENT LETTER OF PERMISSION

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 under Part 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 Cashier’s Office (POD-64).
5. Make a copy of the form showing proof of payment and retain this for your records.
6. Submit the completed application form to the Assistant Registrar, Graduate Studies (EPH439) for final approval, where it will be forwarded to Academic Advising for 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 www.ryerson.ca/graduate/forms 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 the School of Graduate Studies (EPH 439) 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).

For more information on Letters of Permission and Transfer Credits, please visit: www.ryerson.ca/graduate/forms