



Office of the Registrar

Letter of Permission Request Form

Submit this form to WLU Office of the Registrar, 202 Regina Street North

An administrative fee (and an additional faxing charge if required) will be applied to your account and is non-refundable. IF YOUR LETTER OF PERMISSION IS APPROVED YOU WILL BE BILLED. A copy of the Letter of Permission will be mailed to your address below as well as the host institution. Please attach a calendar description of the requested course. A complete calendar must be supplied for courses requested outside of Ontario. Permission will not be issued for courses which are less than 6 weeks in duration. The student must arrange with the host university to have an official transcript forwarded to the Office of the Registrar at WLU within one month after the end of the Laurier term for which the course was requested (Fall term course - transcript due January 31; Winter term course - transcript due May 31; Intersession course - transcript due July 31; Summer and Spring term course(s) - transcript due September 30). Failure to do so will result in an F grade on the student's record. A cumulative grade point average (GPA) of 4.00 and the completion of 3.0 credits at WLU is required before a Letter of Permission may be issued. The student may not be on probation. The grade obtained for a course taken on a Letter of Permission will be included in the cumulative GPA. Credit will not be granted for courses taken on a Challenge for Credit basis.

If this is the final course of a program taken via Letter of Permission in the winter term, graduation will occur in October. Official transcripts must be received by the Office of the Registrar by May 1 for spring convocation and October 1 for fall convocation.

NOTE: The willingness of the host institution to grant an extension of the time to complete the course requirement is not sufficient basis for WLU to grant an extension to its LOP privileges. You must adhere to WLU's academic and program deadlines.

Full Name: _____ ID #: _____

Address: _____ Telephone #: _____
Street

City/Province _____ Postal Code _____
Degree: _____

Email Address: _____ Program(s)/Option(s): _____

University to be Attended: _____ Check Academic Year: 1 2 3 4 NA

Campus/College: _____ Last Course for Program: Yes No

Fax Number (if required): _____ Visa Student: Yes No

Previous attendance at Host Institution: Yes No # of Courses to be taken at Host Institution: _____

Session to be Attended (please indicate with a ✓): Fall (Sept-Dec) Winter (Jan-Apr) Spr/Int/Summer (May-Aug)

Course Number and Title	Course Weight	Hours per week	Start Date	End Date	WLU Equivalents

Honours Program Chair Approval and/or Co-operative Education Office Approval _____

This information is collected under the authority of the Wilfrid Laurier University Act to administer the university-student relationship. This includes but is not limited to maintaining your academic and ancillary records, contacting you, and others on your behalf, and releasing such information as is appropriate for the operation of the university. Visit the Privacy Co-ordinator's webpage at www.wlu.ca/privacy for potential uses of your personal information. Questions about privacy may be directed to privacy@wlu.ca.

Date _____ Signature _____

NOTE: If you do not register at the host university, notify the Office of the Registrar at WLU in writing BEFORE the start of the session indicated in the Letter of Permission. If you withdraw once the session starts, you must have an official transcript forwarded confirming withdrawal without academic penalty.