ALGOMA UNIVERSITY

LETTER OF PERMISSION
Application Form
Office of the Registrar

GENERAL LETTER OF PERMISSION (LOP) REGULATIONS:
- Non refundable application fee: $ 40 per course   - Allow a minimum of 10 working days to process   - Application will not be processed without payment.   **Regulations pertaining to an application for a Letter of Permission information is available online at:** https://www.algomau.ca/academics/home-of-the-registrar

Part I. Student Information

Name:	Student ID (7-digit):
Degree Program:	Algoma Email:
Earned University Credits to Date (Transfer credits excluded):	Overall Average:

Part II. Institution Information

Host Institution:	Is this a correspondence or distance education course? ☐ Yes ☐ No

Course Information
A photocopy of the course description must accompany this application

Host institution course number	Host institution course title	Credit value

Requested Registration Term
☐ Fall term   ☐ Winter term   ☐ Spring term

Algoma course code equivalent	Algoma course title equivalent

If you require examination proctoring services for your exam, please contact the Office of the Registrar. Fee is $70 per exam.

Part III. Reason for requesting LOP

I have read the Regulations pertaining to the issuing of a Letter of Permission as outlined at the back of this application.

Signature:	Date:

Part IV. Chair of Department Approval	Part V. Registrar Approval
Decision: Approved ☐ Denied ☐	Decision: Approved ☐ Denied ☐
Signature:	Signature:
Date:	Date:

Note: A fee of $40 (per course, non-refundable) will be added to your student account at the time of processing.

Regulations Pertaining to an Application for a Letter of Permission

- Students in full-time degree programs at Algoma University may take courses at other accredited universities for credit at the discretion of the University Registrar. The Letter of Permission application and detailed outline must be submitted and approved prior to applying for admission to the other institution.

- Permission will not be normally issued unless the student is in good academic standing. All requests must be provided to the student's Academic Advisor with the Request form, and the host institution's course(s) description or outline.

- LOP will not be granted to students who are not in good academic standing or on a leave of absence. A transfer credit will not be granted to a student who took a course elsewhere while on Suspension.

- We will not approve a LOP for a general elective credit or students in the first two semesters of study.

- We will not approve a LOP for any courses that are already offered in the same semester at Algoma University.

- If a student chooses not to complete the requested courses(s) on a LOP, the student must provide official documentation from the host institution that confirms withdrawal or non-registration. If this has not been received by the final day to withdraw before academic penalty for the semester, according to Algoma's Schedule of Dates a grade of "TF" will be entered on the student's Algoma University academic record. If official documentation is subsequently received, we can remove the course from the students record.

- Upon LOP approval, the student must send an unofficial transcript showing they are enrolled in the course(s).

- Students are required to have the final transcript sent to the Office of the Registrar directly from the Host Institution. Please request it sent to regoffice@algomau.ca, or to our mailing address below:

    1520 Queen St E
    Algoma University
    Office of the Registrar
    Sault Ste. Marie ON P6A 2G4

- When the LOP is granted to a currently registered student, it will be upheld pending successful completion of the continuation of study requirements for that specified semester. If a student is not eligible to continue, the LOP may be cancelled by the University.

- Students must receive a minimum final grade of 60% or equivalent in order to earn the credits. The credits will be applied to the student record to show T (Transfer), not as a numerical grade. If the student receives a final grade below 60%, the record will show as TF (Transfer Fail) and no credits applied.

- Courses taken on LOP will not count toward the cumulative average.