



Letter of Permission Application Form – Humber Degree Students

The completed form, along with a detailed course outline, must be submitted to the Office of the Registrar, along with a \$25.00 fee, before registering at the other post-secondary institution, and **at least 30 days prior** to the start of term. Separate application forms must be submitted for each course, from each host institution.

The completed form, along with course description, will be submitted to the Program Coordinator for consideration and approval by the Office of the Registrar. The Office of the Registrar will inform the student of the decision. Once the course has been completed, the student must arrange to have an official transcript sent directly from the host institution to Humber’s Office of the Registrar within 20 business days of the end of the course.

Students must obtain at least a 50% or equivalent in the course, or the minimum passing grade as required by their program, in order for the Letter of Permission to be accepted. Credits earned on a Letter of Permission will be noted on the student’s transcript with a grade of LOP. Courses completed through an LOP will not be included in the calculation of the students Cumulative Grade Point Average. Students completing their last course on a Letter of Permission must have their official transcript from the host institution to the Office of the Registrar forty-five (45) days prior to their applicable Spring or Fall Convocation.

For a detailed description of the definition and the process of a Letter of Permission, it is strongly suggested that students review Section 7.4 of the *Admission Requirements and Academic Regulations*.

To be completed by the student:

Student Name _____ Student Number (N Number) _____

Telephone number _____ Email _____

Date of Birth (YYYY/MM/DD) _____

Program Name _____

I request permission to register at (name of institution) _____

Please list the courses below which are described in the attached course descriptions. Do not fill in shaded area.

Title/Course at host institution	Course Credits	Hours per week	Start Date	End Date	Equivalent Humber Course Number (e.g., LASB 0000 for electives)	Category and Level (e.g., Science and Technology, Upper)	Departmental Approval	Grade required (other than 50% or equivalent)

Student Signature _____ Date _____

For Academic School’s use only:

Please indicate equivalent Humber course number and departmental approval in shaded area above. Please also indicate the minimum passing grade required (if other than 50%) for the Letter of Permission to be accepted.

Authorized by: _____

Signature: _____ Date: _____

Please return this form to the Office of the Registrar.