



Registrar's Office
 Room 130, 6299 South Street
 Henry Hicks Academic Administration Bldg
 PO Box 15000
 Halifax, NS B3H 4R2

Office Use Only	
<input type="checkbox"/> Exchange Program	Level _____
Tuition paid at Dalhousie?	

Letter of Permission

Eligibility

- You must be registered in a degree program at Dalhousie and be in **good academic standing**.
- You must not owe money to Dalhousie.
- You must not have exceeded the limit on transfer credits. See Regulation 7 of the Undergraduate Calendar.
- The workload must not exceed Dalhousie's limitations.
- The course at the other institution must be acceptable for transfer to Dalhousie. (If you wish to pursue a course offered via Challenge for Credit or Prior Learning Assessment and/or Recognition, you must first consult with the Registrar's Office.)
- If an equivalent class is available at Dalhousie, approval may not be granted.
- A direct equivalency may not satisfy degree requirements. Confirm the class can fulfill degree requirements with your Academic Advisor before registering.

Procedure

- Submit this form with course descriptions, to the Registrar's Office at Dalhousie before enrolling at the other institution.
- If you do not register for a course that has been approved, please have the other institution notify the Registrar's Office at Dal. Otherwise, if a grade is not received, a grade of INC (incomplete) will be recorded on your Dalhousie record.
- Once you have completed the course, ask the other institution to forward an official transcript to the Registrar's Office at Dalhousie.
- If you are receiving **government student loans**, you will also need to have a **Confirmation of Registration at Host University** form completed.

Grades

- For courses taken at Canadian institutions, a letter grade will be recorded on your Dalhousie record.
- For courses taken at institutions outside of Canada, grades of P (pass) and F (fail), as appropriate, will be recorded on your Dalhousie Record.

Name _____	Student # B00 _____
Address _____	Phone _____
	Email _____
Form to be:	<input type="checkbox"/> Returned by email _____ <input type="checkbox"/> Returned by mail to above address <input type="checkbox"/> Picked up <input type="checkbox"/> Registrar's Office <input type="checkbox"/> Student Services Centre, Sexton Campus <input type="checkbox"/> Enrolment Services Centre, Truro Campus <input type="checkbox"/> Faxed with original mailed to: _____ Fax # _____
Reason for taking class at another institution:	<input type="checkbox"/> Course not offered at Dal this term <input type="checkbox"/> Scheduling conflict <input type="checkbox"/> Other _____ <input type="checkbox"/> Dalhousie course full this term <input type="checkbox"/> Living outside local area this term
Degree Program _____	

Will you be enrolled in courses at Dalhousie while taking the course(s) listed below? Yes No

Will you be receiving government student loans during this period? Yes No

If **yes**, you will need to have a **Confirmation of Registration at Host University** form completed.

When are you taking the course at the other university?

Year: 20__/___ Start date: _____ End date: _____ Online course

Your transcript will reflect the information you provide. Please double check for accuracy.

University	Subject	Number	Credit Hours	Please check appropriate session		
				Fall	Winter	Summer

Department Use Only			
<i>Please note that equivalencies will be added to the table unless otherwise indicated.</i>			
Dalhousie Equivalent	Credit Hours	Departmental Approval	Date

Approval is conditional upon academic and financial eligibility. If this is your last course before graduation, you should be aware that graduation may be delayed.

Student's signature: _____

Date: _____

Assistant Dean/Faculty/School Approval for appeals: _____

Date: _____

Registrar's Office Approval: _____

Date: _____