

Please complete the form in full, include a detailed course outline for the course, and return the form to the Registrar's Office for final approval prior to registering for coursework at the host institution.

Please Note: It is the student's responsibility to ensure that requested course is applicable to your program. Therefore, prior to requesting approval, we strongly advise that you seek academic advising from your department. It is your responsibility to ensure that an official transcript of your mark is forwarded directly to the Registrar's Office at the Mount upon completion of the course.

Student ID#	Last Name/Surname	First Name(s)/Given Names(s)		
Apartment/Street		Town/City	Province	Postal Code
Date of Birth	() Phone Number	Mount Email Address		
Program of Study		Units Completed to Date	Expected Date of Graduation	
Will you be attendin	ng the Mount while taking clas	s listed above? 📮 Yes 📮 No		
Course Information I have attached		:his course (Note: Form will NOT be	processed without th	nis information)
Course Number		Course Title		

Term/Year (ie. Fall 2015)

A grade of "P" (pass) will be assigned to all Letter of Permission credits transferred back, exceptions being approved formal exchange programs. The grade of "P" holds a neutral GPA value. Fees are the responsibility of the student. This form does not guarantee admission to the host institution. You must comply with the host institution's application and registration procedures, including deadlines for registration and payment schedules. Please understand that courses taken elsewhere may delay your date of graduation depending on the academic schedule of the host institution.

University

Please Note: Upon approval of this Letter of Permission by the Registrar's Office, this course will be added to your academic transcript. If you do not take this course you must submit, to the Registrar's Office, written proof from the host institution that the course was not taken in order for the course to be removed from your record.

Date	Student Signature		
OFFICE USE ONLY			
Mount Equivalent:	_ Mount Credit Weight:	TCEQ by by by by	
Graduate Department Approval	 Emailed for dept approval on Department decision attached on LOP Issued on 		
Registrar's Office Approval	E-mailed to Student	ixed to Host Institution mailed to Host Institution ailed to Host Institution	
Date	EXTS Entry on Grade Entry on	,	