



## LETTER OF PERMISSION REQUEST

A letter of permission is formal authorization for a student to take a course at another accredited post-secondary institution for credit towards their Lakehead University degree or diploma.

Student Number		Current Program of Study	
Surname			
Given Name(s)		Date	
Phone Number		Lakehead Email	

### External Course Information

External Institution <i>(i.e. Wilfred Laurier)</i>	Course Title <i>(i.e. Marketing Geography)</i>	Course Code <i>(i.e. GG363)</i>	Course Term <i>(i.e. Winter 2018)</i>	Credit Value <i>(i.e. 3 Credits)</i>	LU Equivalent <i>(i.e. GEOG 2044 or 2nd Year Geography Elective)</i>

Course description(s) must be attached

- Have you previously taken the course(s) at Lakehead University?  Yes  No  
 Have you previously received credit for any external course(s)?  Yes  No  
 Is this one of the last 5 courses needed to graduate?  Yes  No

Rationale as to why you cannot take the course(s) through Lakehead University

Print Name (Student)

Signature

Date

Print Name (Chair / Director)

Signature

Date

**Note:** Incomplete applications will not be assessed. Course descriptions must be attached. The non-refundable Letter of Permission fee must be paid prior to assessment. If you are in a Business, Nursing, or Engineering program, you must receive pre-approval from your department chair.