

## Letter of Permission Guide

### Application Process

Make sure you obtain your Letter of Permission before applying to study at another university.

Application for a Letter of Permission can be found under myTrent > Finance > Marketplace > RO Store .

Application dates and deadlines are:

- Summer registration: May 21
- Fall registration: August 1
- Winter registration: November 14

Check with the university you are planning to take a course at for applicable dates and deadlines. This will be the Host University for your Letter of Permission course. Apply as a Visiting or Letter of Permission student. Tuition fees for courses taken on a Letter of Permission are paid to the university where you are taking the course.

Before applying, browse Trent's approved course equivalencies from other Canadian institutions by using the "Browse LOP Equivalencies" function in myTrent (under the Academics heading).

If you would like to obtain an LOP you can do so by completing the Letter of Permission application form in myTrent (under Finance > Marketplace > RO Store). If the course you intend to take is not in the database, you will be required to provide a syllabus with your application.

### Fees

A \$100 application fee will accompany LOP applications. The application and payment via credit card are made via the Marketplace in the myTrent portal. Application fees are non-refundable.

This fee covers one or more LOP courses at one institution, in one academic term. If a student wishes to take LOP courses at more than one institution in the same term, separate LOP applications must be made for each institution, with each application costing \$100.

### Am I Eligible?

Before submitting an application for a Letter of Permission you should check all conditions to determine your eligibility.

To be eligible for a letter of permission you must:

1. Be in a degree program and in Good Standing.
2. Have completed a minimum of 3.0 credits at Trent University towards your degree program.
3. Have a cumulative average of at least 60%.
4. Not be in Overload by taking the course. Overload is more than 2.5 credits per term Fall/Winter or more than 2.0 Credits Summer.

## Letter of Permission Guide

5. Be taking your course at an accredited Canadian university recognized by Trent.
6. Be eligible to register in courses with no holds on your account.

\* Nursing students must gain approval from the School of Nursing to complete a course on a Letter of Permission.

### Limitations

There are limitations to keep in mind before applying for a Letter of Permission.

- No more than 5.0 credits may be completed on a Letter of Permission.
- The total number of non-Trent credits cannot exceed 10.0 for an Honours degree or 7.5 for a General degree.
- 5.0 of the final 7.0 credits of a degree must be Trent University credits.

### Trent University Transcript

Once approved, Letter of Permission courses will be noted on your Trent University transcript as INP or In Progress. Students must obtain a mark of at least 60% in their Letter of Permission course to receive credit. Once an official transcript is received grades will be recorded as a Pass, Fail, or No Credit Received (NCR); the accompanying numerical or letter grade obtained in the course will not be recorded on your Trent University transcript.

60% or above = Pass

50 – 59.9% = No Credit Received (NCR)

49.9% and below = Fail

### Course Changes

If you are unable to enroll in the course you applied for contact the Office of the Registrar before the Trent University final date to change or add courses for the term your Letter of Permission was approved for. If you would like to apply for a different course you should indicate that in your communication so your Letter of Permission can be reassessed. Include all relevant information for the new course you wish to take.

### Course Withdrawal

If you either withdraw or do not register for a course listed on your letter of permission contact the Office of the Registrar before the Trent University final date to change or add courses for the term your Letter of Permission was approved for. If you do not report the withdrawal a grade of Fail will be placed on your transcript for the course.

## Letter of Permission Guide

### Submitting your Transcript

You are responsible for ensuring that your transcript from your Letter of Permission course is submitted to the Office of the Registrar at Trent University. An original transcript must be submitted. Copies, faxes, or unofficial transcripts cannot be accepted.

Transcripts for Letter of Permission courses must be submitted by:

*Please note that if you are on your last semester and plan on graduating, your deadline to submit your official transcript is shown below under "Graduation".*

Fall/Winter Registration – July 1  
Summer Registration – November 1

### Graduation

If you choose to complete your final credit or credits for graduation on a Letter of Permission an application to graduate must be submitted through your myTrent portal along with your final transcript from the Host University for your Letter of Permission course.

To be eligible for Convocation you will need to submit your transcript by:

Spring Graduation Term – May 1  
Fall Graduation Term – September 1  
Winter Graduation Term – January 1

### Questions:

If you have questions about Letter of Permission you should contact [lop@trentu.ca](mailto:lop@trentu.ca) or 705-7481215.