

Committee on Undergraduate Petitions  
**Petition for Exemption from  
 Letter of Permission Regulations**

**A Letter of Permission (LOP) is a process which allows a student to take a course at another University but receive credit for it towards the Trent degree.**

If the academic regulations deem a student ineligible for a LOP, the student may petition for exemption with the help of an Academic Advisor.

**A COMPLETE PETITION PACKAGE MUST INCLUDE:**

- Pages 1 and 2 of this form
- A Statement of Grounds letter providing a clear account of why you are pursuing this petition
- Letters of support from the Academic Department Chairs, professors and/or supporting documentation of medical or personal circumstances (as applicable)

*Please review these requirements with your Academic Advisor who will then submit your petition to the Office of the Registrar.*

Name: _____	Student No.: _____
From which LOP regulation(s) are you petitioning for exemption? (please be specific)	
<i>I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of an exemption to the LOP regulations. I also acknowledge that 'submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines' is considered to be Cheating under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy.</i>	
Student signature: _____ Date: _____	
<b>Advisor Verification</b> I verify that the information contained in this petition package reflects my discussions with the student regarding his/her petition.  Comments: _____  Advisor signature: _____ Date: _____	
<b>For Office Use Only</b>  <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Granted           <input type="checkbox"/> Denied           <input type="checkbox"/> Deferred         </div> Date: _____ Chair Signature: _____  Comments: _____	
<i>The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to document your petition request. The information will be used to officially record your petition request and to update your academic record if your petition is granted. If you have any questions about the collection, use or disclosure of this information by the University, please contact the University Registrar, Office of the Registrar, Blackburn Hall, 705-748-1215, registrar@trentu.ca.</i>	

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Name:	Student No.:
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**STATEMENT OF GROUNDS LETTER**

The Statement of Grounds letter is a formal account of why you are pursuing this petition. It will follow this page in your petition package. When writing your letter, please be clear and provide as many specific details as you can, while considering the following questions:

- Why is it necessary to be exempt from the LOP regulations?
- How does taking this course at this time and location fit into your degree requirements?
- What alternatives are you considering in the event that your petition is not approved? How would this outcome cause you undue hardship?

**Which course(s) are you proposing to take on a Letter of Permission?**

Course Code/Title	Institution/Location	Term (e.g. 2014)
What is your status with this course(s)?		<input type="checkbox"/> not yet registered or started <input type="checkbox"/> course(s) in progress <input type="checkbox"/> course(s) completed