

Letter of Permission Request

Martin Luther University College graduate students may request permission to take a course at one of our partner institutions by submitting this request form to the Academic Advisory Committee (AAC). For courses at non-partner institutions, graduate students may use the [Ontario Visiting Graduate Students (OVGS)](https://students.wlu.ca/academics/graduate-and-postdoctoral-studies/managing-your-program/course-registration.html) agreement. Undergraduate students may use the Letter of Permission process available at [Service Laurier](http://wlu.ca/servicelaurier). Requests are due on the first Tuesday the month; at least two months prior to the start of the course, and responses will be sent to the applicant’s [mylaurier.ca](http://mylaurier.ca) email address by the end of the following week.

# Student Information

Student ID Number
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@mylaurier.ca

## Hosting Institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Course Information

Course code at the hosting institution
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Name
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course tile
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  The course syllabus is attached and indicates that this class meets for \_\_\_\_\_\_\_\_ hours during the term. *Normally, the AAC will only approve courses that are comparable to our standard 36 hours of classes per term.*

Rationale for taking this course at another institution:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Declaration of understanding

[ ]  I understand that this course will appear on my Wilfrid Laurier University transcript only, and fees will be paid as a regular Wilfrid Laurier University course. Upon approval, I will automatically be registered for this course and take responsibility for changes to my LORIS account. Additional documentation may be required by the hosting institution prior to the start of the term.

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Student Signature Date