

Use this form to request to take courses at another post-secondary institution.

| Student Information: | | | |
|-----------------------------|--|------------------|--|
| Name: | | Student ID: | |
| Mailing Address: | | | |
| Email: | | Primary Phone: | |
| Current Program: | | Graduation Date: | |

Eligibility:

- You must be in good academic standing. A letter of permission will not be granted to a student required to withdraw and normally will not be granted to a student on Academic Probation.
- You must not exceed the total allowable course load, including both Letter of Permission courses and Crandall University courses, in any given semester.
- If an equivalent class is available at Crandall University, approval may not be granted.
- You must not exceed the maximum number of hours accepted for transfer from another institution. See the Transfer Students section of the Academic Calendar.
- You must not have an outstanding balance owing on your Crandall University account.
- You must fulfil any admission requirements and/or prerequisites as stated by the host institution. Completion of this form does not guarantee admission to the host institution.
- You are responsible for any tuition and other expenses related to the courses listed below.

Instructions:

- Submit the completed Letter of Permission form to the Registrar's Office at Crandall University before you register at the host institution. Courses taken without prior permission may not be eligible for transfer.
- For each course listed, a detailed course description or web-based source (URL) describing the course must be submitted with this form.
- A separate form is required for each institution. You must not place courses from different institutions on the same form.
- Approved Letters of Permission are valid for one academic year.

Grades:

- Once the course is completed, you must have an official transcript forwarded from the host institution to the Registrar's Office at Crandall University.
- Courses are only transferable to Crandall University if the mark received meets the criteria for transfer as outlined in the Transfer Students and Programs sections of the Academic Calendar.
- A grade of "T" for transfer will appear on Crandall transcripts beside any courses that were taken on letter of permission at another institution.

Graduation:

- If the courses listed below are taken in the semester you plan to graduate, the grades must be received no later than the date term marks are due in the Registrar's Office for that semester. See the Academic Schedule section of the Academic Calendar.

Reason for taking courses at another institution:

- Course not offered at Crandall University this term
- Course is full at Crandall University this term
- Scheduling conflict
- Living outside of the region this term
- Other: _____

| Registration Information | |
|--------------------------|--|
| Host Institution: | |
| Email: | |

Will you be enrolled in courses at Crandall University while taking the courses listed below?

- Yes No

When are you planning to take the course(s) at the other university?

Year: 20__ / __ Start date: _____ End date: _____ Online course

| Equivalency Information | | | | | | | |
|------------------------------|--------------|-----------------------------------|------|--------|--------------------------------|--------------|-----------------|
| | | Please check appropriate session. | | | Office Use Only | | |
| Subject Code & Course Number | Course Title | Spring | Fall | Winter | Crandall University Equivalent | Credit Hours | Approved/Denied |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

By entering your full name and the date below, you are agreeing that you have read and understood the requirements for eligibility, the instructions, and the information on grades and graduation.

| | | | |
|-------------------|--|--------------|--|
| Full Name: | | Date: | |
|-------------------|--|--------------|--|

| Registrar's Office Use Only | | | |
|-----------------------------|--|--------|--|
| Reviewed by: | | Title: | |
| Signature: | | | |
| Date Reviewed: | | | |