

UNDERGRADUATE STUDIES LETTER OF PERMISSION REQUEST FORM

Office of the Registrar

3377 Bayview Avenue, Toronto, ON, M2M 3S4

Tel: 416.226.6620 ext. 6711 • Email: registration@tyndale.ca

Webpage: www.tyndale.ca/registrar

Name: _____ Student ID: _____

Email: _____ Daytime Phone: _____

Program of Study: _____ Date of Birth (mm/dd/yyyy): _____

Cumulative G.P.A. (if known): _____ **If your mailing address has changed, please see tyndale.ca/registrar/undergraduate/update-info*

**Normal processing time is 2-3 weeks*

Name of Institution: _____	Name of Contact Person: _____
E-mail Address of Contact Person to whom LOP will be sent: _____	
Course Name: _____	Course Code: _____
Instructor's Name: _____	Instructor's Credentials: _____
For which Semester & Year: _____ 20____	Credit Hours: _____
Equivalent Tyndale Course or Program Requirement: _____	
Please provide a rationale for your request to take this course under Letter of Permission: 	

Tyndale Department Chair Signature (related to course above): _____

Student Signature: _____ **Date:** _____

STUDENTS MUST:

1. Meet all qualifications listed on the LOP Instructions page (see second page).
2. Attach the syllabus or course description.
3. Meet with the respective Tyndale Department Chair for the course to be taken (please see Student Responsibilities, #1, on page 2) and obtain approval.
4. Submit the signed form and pay the LOP processing fee to the Office of the Registrar. Each LOP course requested is **\$25 per course** (ex: two LOP courses = \$50).

NOTE: *The Office of the Registrar will forward the LOP package to the Academic Dean of Undergraduate Studies for approval.*

ONLINE PAYMENT	OFFICE OF THE REGISTRAR'S USE ONLY:	
☐ Pay.Tyndale.ca	Received:	Received by:
a. Choose "Office of the Registrar" and click "Next". b. Complete the next page carefully and click "Pay". Notification will be sent to the Office of the Registrar once the payment is successfully made.	Paid:	Payment Received by:
	REGISTRAR:	Date:
	ACADEMIC DEAN:	Date:

Undergraduate students in good standing wishing to study at other institutions for credit towards their Tyndale degrees or certificates must apply for a Letter of Permission (LOP). **Undergraduate students must have the signatures of the Department Chair, the Registrar, and the Academic Dean of Undergraduate Studies in order to be approved for an LOP.**

Student Eligibility:

1. The student is required to have a minimum cumulative GPA of 2.30 (C+) to apply.
2. The student must have completed a minimum of 10 courses (30 credit hours) before applying.
3. The student must have all outstanding balances owed to Tyndale University paid.
4. Students may not take courses on LOP if doing so would cause the number of courses completed at Tyndale to be less than 50% of their total degree requirements.
5. International students are warned that tuition fees will increase significantly at other institutions.

Course Eligibility:

1. The LOP course being evaluated must not be offered at Tyndale University.
2. The course must adequately reflect and augment the program the student is currently in, as decided by the Department Chair and approved by the Registrar and the Academic Dean of Undergraduate Studies.
3. A core course may not be taken on LOP.
4. There is a maximum amount of combined transfer credits and/or LOP used towards a degree. Undergraduate students may take a maximum of half of their degree through transfer credits and/or LOP.

Student Responsibilities:

1. The student is required to prove the eligibility of the course first to the respective Tyndale Department Chair. For example, if the student would like to take a Psychology course elsewhere, they must first get the approval from the Tyndale Psychology Department Chair. [**Biblical Studies and Theology:** Dr. Ben Reynolds; **Business:** Dr. Paul Franks; **Christian Ministries:** Dr. Daniel Scott; **English:** Dr. Scott Masson; **General Studies (Fine Arts, Languages or Natural Science):** Dr. Paul Franks; **Health and Human Services:** Brenda Ho (Registrar); **History and Global Studies:** Dr. Brad Faught; **Linguistics:** Dr. Paul Arsenault; **Music:** Dr. Ken Michell; **Philosophy:** Dr. Richard Davis; **Psychology:** Dr. Nancy Ross].
2. The student is responsible for all communication between the home and host institutions, including all syllabi, official transcripts, and the letters of permission themselves.
3. The student must achieve a minimum grade of 2.00 (C) or equivalent in the course to have it transferred into his or her program at Tyndale University.
4. The student must be aware that if the transfer credit is allowed in the final year of study and that credit is the final credit required for graduation, he or she will most likely not graduate in that session but must wait for the next graduating session.

Instructions When Completing the Request Form:

1. Please use your legal name.
2. "Equivalent Tyndale course or requirement" refers to the program requirement on your program sheet you hope to satisfy by the LOP (ie. a Fine Arts elective or a 3000-level History course).
3. If you would like to request more than one course for LOP, please use another request form. Please submit the forms together and pay the processing fee (**\$25 per LOP course requested**). The Office of the Registrar will then forward the LOP Package to the Dean of Undergraduate Studies Office for approval.
4. Please attach all syllabi to this request form. If the syllabi are not available, please attach the course descriptions.

After a Request is Submitted:

1. If approved, the LOP will be e-mailed directly to the host institution using the e-mail address you provide. A copy of this letter will be e-mailed to you as well.
2. Remember to apply and register to the host institution by their deadlines as a LOP student. Fees for courses taken at other institutions are payable directly to the institution involved.
3. After the course has been completed, ask the host institution to send your official transcript to the Office of the Registrar at Tyndale University.
4. Once we receive an official transcript and if your grade meets the minimum grade of 2.00 (C), your LOP will be transferred towards your degree. This class will appear at the top of your Tyndale transcript without the final grade. If the LOP is not approved, the Office of the Registrar will contact you with the results.