

Please submit one month prior to start of class

INSTRUCTIONS AND INFORMATION:

To be eligible for an LOP students must:

- ✓ Be in good academic standing (GPA 60% or above)
- ✓ NOT have a Financial HOLD
- ✓ NOT be RTD'd, on probation or under an academic/non-academic misconduct review
- ✓ Be in their last year of studies *and* have a time conflict that prevents them from taking the class at the UR. If the student does not meet this requirement the request will be considered on a case-by-case review by the Associate Dean, Academic
- ✓ Co-op students must have permission from the Co-op Coordinator *and* their employer **if class conflicts with work hours.**
- ✓ Only **two** (2) LOP's will be granted while pursuing your engineering degree at the UR.
- ✓ I understand that if my LOP is approved, there will be a \$30.00 fee charged to my account which I will be responsible for paying (as of Fall 2021).

STUDENT INFORMATION:

First Name: _____ Last Name: _____ Student Number: _____
 Address: _____ City/Prov: _____ Postal Code: _____
 Email: _____ Phone number: _____
 Engineering Major: _____ Minor (if applicable): _____
 Medical Documentation attached: YES NO N/A

****If you are requesting this LOP due to medical reasons, a letter from your doctor must be submitted with your request.****

INSTITUTION INFORMATION:

Name of Institution: _____
 Semester course is taken: Fall 20____ Winter 20____ Sp/Sm 20____.

COURSE	COURSE NUMBER	COURSE TITLE	UR COURSE	UR COURSE NUMBER	UR COURSE TITLE

****Please ensure that the requested course meets requirements for degree program AND has a UR equivalent. If there is no equivalent posted, please submit a syllabus for evaluation.****

- ✓ Reason for LOP request is attached. (Please be as specific as possible.)
- ✓ Academic plan is attached.

**** Students in their last semester who have applied to graduate - Transcripts MUST be received by:**

Winter - May 2nd
Spring/Summer - September 5th
Fall - January 8th

Send transcripts directly to the Registrar's Office.

STUDENT RESPONSIBILITY

You must provide a **course syllabus** for evaluation purposes when requested by the Faculty. Students must also provide an **academic plan and reason for LOP request**. Incomplete requests will not be considered. Requests must be submitted at least **ONE MONTH** prior to starting class. Students must **complete the class within 8 months** of receiving this LOP (whether passed or failed). If you choose to drop the class the Faculty must be contacted immediately. I understand that if my LOP is approved, there will be a \$30.00 fee charged to my account which I will be responsible for paying (as of Fall 2021).

I have read and understand the instructions and will adhere to my responsibilities if granted an LOP to study elsewhere.

Signature (email accepted in lieu of signature)

Date

OFFICE USE - PLEASE DO NOT WRITE IN THE BOX

Inst code: _____ LOP code: _____ LOP CRN: _____ GPA: _____ Cr. Hrs: _____ HOLD?: _____
 Adv. Rpt: _____ RE? _____ Letter issued? _____ Fwd to RO? _____ ADA Approval: _____



University
of Regina

Faculty of
Engineering and
Applied Science

LETTER OF PERMISSION REQUEST FORM