

Request for Letter of Permission

- Students in the Faculty of Education BCR Program can now request a Letter of Permission to attend another institution through PeopleSoft.
- Courses acceptable for transfer to the BCR degree are listed on the BCR Student Planner (http://www.crds.org/online_apps/bcr_planner.pdf). For courses not listed on the Planner calendar descriptions of the courses you are requesting and information about the weight and level of courses at the host institution must be submitted (by fax (403-220-6494), e-mail (parrott@ucalgary.ca) or in-person). Your request will not be processed until this information is received.
- Once you have completed a course, it is your responsibility to see that a transcript is sent to the University of Calgary Registrar's Office so that you will receive credit towards your degree for that course.
- BCR students are required to take at least one U of C course every 2 years to retain your status as a BCR student. A Letter of Permission to study at another institution does not meet this requirement. Students who have exceeded the 2 year limit cannot request a LOP.
- Students can check the status of their LOP on PeopleSoft but need to wait until "Credit has been Assigned" (not just approved) before registering with the selected institution.
- **There may be some conditions under which you cannot apply for a letter of permission on-line. Please read the following guidelines before submitting an application.**

Guidelines for Requesting a Letter of Permission

- Any admitted University of Calgary student must request a Letter of Permission in order to attend another institution and retain their U of C status. You may either check the BCR Student Planner or check with us about the transferability of your courses, or for colleges in Alberta, you can check the Alberta Transfer Guide at: <http://www.acat.gov.ab.ca/index.asp>
- Unclassified Students cannot request a Letter of Permission
- Exchange students follow a different procedure; please contact the CRDS Office first.