Letter of Permission Process

All University of Calgary students taking courses at another institution must apply, and be approved for a Letter of Permission (LoP) to study and register in courses at another institution. For each term we have deadlines for LoP submissions as follows:

<table>
<thead>
<tr>
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<th>Fall non-Education terms:</th>
<th>Winter non-Education terms:</th>
<th>Spring and/or Summer non-Education terms:</th>
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</thead>
<tbody>
<tr>
<td><strong>Must submit by:</strong></td>
<td>June 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>October 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><strong>UPE Response by:</strong></td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td><strong>If changes required, email:</strong></td>
<td><a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a></td>
<td><a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a></td>
<td><a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a></td>
</tr>
</tbody>
</table>

Note: If you are unable to submit your LoP prior to the deadlines above, please contact upe@ucalgary.ca

Transcripts
Transcripts for all LoP courses taken in the past academic year (Spring – Winter semesters) must be received to university admissions by: **June 1<sup>st</sup> each year**

Students should note that:
1. Grades achieved on Letter of Permission courses count towards academic standing GPA, withdrawal limitations, and other Student Academic Standing reviews. Please refer to **Werklund Calendar Regulation 3.3**;
2. Without transcripts, credit will not be posted. Students are responsible for ensuring that transcripts are submitted to Admissions for credit processing. Admissions’ address is:
   Admissions
   MT 116
   University of Calgary
   2500 University Dr NW
   Calgary AB
   T2N 1N4
3. Students who have not submitted any transcripts by June 1<sup>st</sup> preceding their final year of 500-level courses will be blocked from enrolling in said classes, due to the regulation that all other coursework must be completed prior to the final year.
4. **It’s important never to delete/cancel an LOP once submitted, as this cannot be changed.**

For Steps on the LoP Application Process – SEE NEXT PAGE ->
TAKING COURSES OUTSIDE OF UCALGARY THROUGH LETTER OF PERMISSION:

First, it is strongly recommended to review your Academic Requirements, and discuss your LoP course plans with your program advisors (upe@ucalgary.ca) prior to submitting your LoP for review, as editing functions are limited. On-Campus (non-Community-based students) must email for LoP approval prior to submission.

Submitting a Letter of Permission via MyUofC

1. Log into MyUofC:

   ![Central Authentication Service](image)

   - IT Username
   - Password
   - Sign In

   Register an IT Account | Forgot password | Account FAQ | Contact IT Support

2. Go to your Student Centre and select ‘Letter of Permission’ under the ‘Program and Advising Info’ section:

   ![MyUofC Student Centre](image)

   - Credit Certificate
   - Year of Program: 1 Program
   - Post Bachelor's Certificate (Degree Stream)
   - Educational Research (Area of Study)
   - Interdisciplinary Studies (Specialization)

   Academic Requirements
   - Awards
   - Change of Program
   - Confirmation of Registration
   - GPA Calculator

   Important Forms and Documents
   - Thesis Guidelines
   - What-if Advisement Report
   - Letter of Permission
   - Grad Degree Completion Letter

   Schedule Builder
   - Course Search
   - Apply for Graduation
   - Convocation Status

   Advising Help
   - Cumming School of Medicine
   - Enrolment Services
   - Faculty Environmental Design
   - Faculty of Arts
   - Faculty of Graduate Studies
   - Faculty of Kinesiology

   Faculty of Nursing, Qatar
   - Faculty of Science
   - Faculty of Social Work
   - Faculty of Veterinary Medicine
   - Haskayne School of Business
   - Schulich School of Engineering
3. From the Letter of Permission page, select the term for which you are planning to take courses at another institution:

Letter of Permission
A Letter of Permission is required to enable you to take a limited number of courses at another university or college while working toward a program at the U. of C.

Application Status
You do not currently have any Letter of Permission applications available to view.

Apply
To apply for a Letter of Permission, click the button below.
Fall 2021
Winter 2021
Spring 2021
Summer 2021
Fall 2021
Winter 2022
Spring 2022
Summer 2022
Fall 2022
Winter 2023

TIP: Choose the term that matches with start date of your course(s).

Start Date of Course
September – December = Fall Term
Jan – April = Winter Term
May - June = Spring Term
July - August = Summer Term

4. Click the disclaimer of ‘I have read the above information’ after reviewing the ‘important information’ section, as well as this Guide, and the other information on the ‘Letter of Permission’ tab on your program site. Then use the red ‘select’ buttons to fill in the required information for the Letter of Permission application. You must select & search for the name of the institution you are attending (the address should automatically populate), Country, Province, and the ‘Reason for Request’.

I have read the above information.
Host Institution you wish to attend
Please select the host institution that you plan to attend by clicking on the ‘click here to select an institution’ button below.

Host Institution: Athabasca University

Country: Canada
Address 1: 1 University Dr
Address 2: 
Address 3: 
Address 4: 
City: Athabasca
Province /State: Alberta
Postal: T9S 3A3

Reason for Request
Please select why you are submitting this application by choosing an item from the drop-down list below. If you are not able to find a reason from the drop-down list and then type it in manually in the ‘Specify if [OTHER] Reason’ field below when it appears.

Reason for Request: [Specify reason here]
5. Click on “Select Course Name” and search for the course name (e.g. PSYC) by code, then under “Select Course number”, search for the course code from the university you are taking it from (e.g. 210). Finally, add the start/end month for all of the courses you are planning on taking at that institution for that term (as per the Tip info on step 3). We recommend submitting the courses you plan to take (plus a backup course or two, if needed).

6. Review the information, and if everything looks correct, click the ‘Submit’ button to send to your Advisors for review. Click ‘Previous’ if you wish to make any changes to your application before submission.

Advisors will review your LoP and contact you to let you know if it has been approved, denied, or if it needs any changes. Again, you can check on the status of your Letter of Permission request anytime by going to the initial Letter of Permission start page. You do not need to send your official transcripts upon completion of each course, but you should inform your Advisors if you have dropped any courses on
your Letter of Permission, or need to request any changes or edits to your LoP (as any edits must be
done manually by the advising team). **NOTE: Never cancel/delete an LoP.**

Reminder – official transcripts from Spring-Winter studies each year, must be sent to arrive to university
admissions by **June 1st annually**, so that advisors have an update on LoP courses in-progress or
completed over the past year.