



LETTER OF PERMISSION REQUEST FORM

COMPLETE LEFT SIDE ONLY. SUBMIT COMPLETED FORM TO REGISTRAR'S OFFICE (REGISTRAR@BRANDONU.CA OR ROOM 119, MCKENZIE BLDG). A FEE OF \$65.00 (SUBJECT TO CHANGE) IS CHARGED FOR THIS REQUEST. ESTABLISHED EQUIVALENCIES CAN BE FOUND ON THE BU [ONLINE COURSE TRANSFER DATABASE](#); OTHER COURSES WILL BE SENT TO RELEVANT DEPARTMENTS FOR EVALUATION (YOU MAY BE ASKED TO PROVIDE COURSE SYLLABUS). A COPY OF THE LETTER OF PERMISSION WILL BE EMAILED TO YOUR BRANDON UNIVERSITY EMAIL ADDRESS AND TO THE VISITING INSTITUTION. SEE IMPORTANT INFORMATION ON REVERSE SIDE.

COURSE(S) WILL BE TAKEN (CHECK ONE ONLY):

On-campus at visiting institution – Spring/Summer Session (May to August)

On-campus at visiting institution – Fall/Winter Session (September to April)

By correspondence/online/distance delivery

BU Student Number _____

Last Name _____

First Name _____

BU E-mail address _____

Degree Program _____

**PLEASE SEE IMPORTANT INFORMATION
ON REVERSE SIDE**

Name/Address of Visiting Institution:

Courses Requested (Provide number & title from visiting institution)

1. No. _____ Cr. Hrs. _____

Title _____

2. No. _____ Cr. Hrs. _____

Title _____

Signature _____ Date _____

**DO NOT WRITE ON THIS SIDE
FOR OFFICE USE ONLY**

| APPROVED | DENIED |
|-----------------|--------|
| Signature _____ | |
| Comments _____ | |
| _____ | |
| _____ | |

Registrar's Office Notes _____

Brandon University Course Equivalents (leave blank)

1. No. _____ Cr. Hrs. _____

Title _____

2. No. _____ Cr. Hrs. _____

Title _____

More courses on other side? NO YES

Courses Requested**(Provide number & title from visiting institution)**

3. No. _____ Cr. Hrs. _____

Title _____

4. No. _____ Cr. Hrs. _____

Title _____

5. No. _____ Cr. Hrs. _____

Title _____

* Use a second form if further courses requested.

Brandon University Course Equivalents (leave blank)

3. No. _____ Cr. Hrs. _____

Title _____

4. No. _____ Cr. Hrs. _____

Title _____

5. No. _____ Cr. Hrs. _____

Title _____

Request Submission:

The Registrar's Office should receive a request for a Letter of Permission at least one month prior to the deadline date for application/registration at the visiting institution to allow for sufficient processing time. You must apply for admission to the visiting institution. Contact the visiting institution for information on their admission/registration procedures.

It is your responsibility to ensure the course(s) will meet all the requirements for your specific degree including residency requirements. Approval is granted on the understanding that you have read and understood the relevant sections of the Undergraduate/Graduate Calendar. Overload requests are subject to Dean's approval. Your current academic standing will be considered. Issuance of a Letter of Permission does not imply that degree residency requirements, prerequisites or major/minor requirements have been waived.

If you are in your first session after having been admitted/readmitted to Brandon University, you must also register in and complete at least one Brandon University course in order to fully activate your admission/readmission record. If a Brandon University course is not completed, the Letter of Permission will be considered invalid and the course(s) removed from your academic record. You would be able to request transfer credit evaluation for the course(s) at time of reapplication (if applicable).

Completion Deadlines:

| <i>Correspondence/Online Delivery</i> | <i>Spring/Summer Session</i> | <i>Fall/Winter Session</i> |
|---|--|---|
| 15 months from issuance of Letter of Permission | October 15 th following session end | June 15 th following session end |

You must request that an official transcript be sent to the Registrar's Office at Brandon University following completion of all courses.

If an official transcript is not received by the relevant deadline, the Letter of Permission will be closed and courses removed from your academic record. If an official transcript is received after Letter of Permission has been closed, it will be forwarded to the Admissions Office for transfer credit evaluation. A transfer credit evaluation fee will be charged.

Credit Transfer:

Only those courses on which a minimum grade of "C" is obtained will be transferred to your academic record. These courses will be recorded with a grade of Pass ("P"). Pass grades are not calculated in your cumulative or degree GPAs. Courses with a grade lower than a "C" will be removed from your academic record. Notification that credit transfer has been completed is sent to your Brandon University email account.

As per Section 4 of the Undergraduate/Graduate Calendar, the Letter of Permission fee is a non-refundable miscellaneous fee. Cancellation of a request will be made at the discretion of the Registrar's Office.

In signing above, the student acknowledges having read and understood the ways in which personal information is collected and used at Brandon University, as described at [Personal Information Collection/Disclosures](#).