



**APPROVAL FOR STUDY AT ANOTHER INSTITUTION**

Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Advisor: \_\_\_\_\_

Grade level: \_\_\_\_\_ Current GPA: \_\_\_\_\_

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Requesting Permission to Enroll at : \_\_\_\_\_

During the \_\_\_\_\_ term

Credit System: \_\_\_\_\_ Sem \_\_\_\_\_ Qtr \_\_\_\_\_ Other

School's Course & Number	Doane's Course & Number	Course Name	Credit	Doane Faculty Contacted	Applicable to Major, Minor, Core, or Elective	Repeat Course Y/N	Online Y/N
<i>Example:</i> ARTS-1010	ART-101	Art Appreciation	3		Doane Core	N	Y

Doane's Policy:

- **Transfer credits are only accepted for courses in which a C- or above is earned.**
- Courses must be taken for a grade NOT pass-fail.
- Doane students may take summer courses at other colleges, but the courses must be approved in advance by the Doane Registrar.
- A student who is full-time at Doane during a regular term must have permission from the Assistant Dean for Academic Affairs\* to take a course from another institution during that term.
- Students may take a course at another college that is a repeat of a course previously taken at Doane. The cumulative grade point average is adjusted when the grade earned at Doane is marked repeated and removed from the GPA calculation.
- Students are responsible for having an official transcript sent directly to the Doane Registrar at 1014 Boswell Avenue, Crete, NE 68333. No credits can be transferred to Doane until the official transcript is received.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Approval: \_\_\_\_\_

Pickup \_\_\_\_\_ Email \_\_\_\_\_

\*ADAA (if requesting during fall or spring semester, not required for summer courses) \_\_\_\_\_

Office use only:  Copy given to student  Course entered in Self-Service notes