APPROVAL FOR STUDY AT ANOTHER INSTITUTION

DOANE UNIVERSITY

Name: _____ **ID Number:** _____

Major(s): _____ **Minor(s):** _____

Advisor: _____ **Grade level:** _____ **Current GPA:** _____

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
Example: *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 graded and not taken as pass-fail.
- Summer courses taken at other colleges must be approved in advance by the Doane Registrar.
- Dean's permission is required for a full-time student who wishes to enroll in a course from another institution during the fall or spring semester.
- You are responsible for having an official transcript sent directly to the Doane Registrar. No credits can be transferred to Doane until your official transcript is received.

Repeated Coursework:

- If you retake a course at another institution to replace an unsuccessful attempt at Doane, your cumulative GPA will be recalculated, the original Doane grade will be marked as repeated and excluded from your GPA calculation.
- Transfer credit will not be awarded for a course taken at another institution if you have already successfully completed that same course at Doane.
- If you are retaking courses for Financial Aid Satisfactory Academic Progress (SAP) requirements, you must consult with the Financial Aid Office prior to enrollment, as this may impact funding.

Student signature: _____ Date: _____

Registrar signature: _____

Academic Dean signature: _____
(fall/spring enrollment only)

Office use only: ☐ Copy given to student ☐ Entered in Self-Service notes