

Authorization to Take Course(s) Off Campus

Important Instructions: Students must obtain approval of the transferability of coursework **before** it is taken at another institution. This form must be completed and filed with the Registrar's Office in order for this work to be applied toward a Dominican University degree.

Date _____

Student's Name: _____ SSN: _____
Please print Last First

Current address: _____ Telephone: _____
Street City Zip Code

Major: _____ Expected term of graduation: _____

Course(s) is/are for: _____ Major _____ Minor _____ General Education _____ Elective

Important: Courses taken to fulfill major, minor and general education requirements must be taken for a grade.

Semester/term course(s) will be taken (i.e. Spring '99 or Fall '00): _____

Institution where courses(s) will be taken: _____

| Dept. & Course No. | Course Title | Units | Specific DU Major/Minor/GE Course Requirement This Course Fulfills |
|-------------------------|-------------------------------|----------|--|
| <i>Example: Bio 120</i> | <i>Human Anatomy with Lab</i> | <i>4</i> | <i>Bio 2500, 2505</i> |
| <i>Example: Art 170</i> | <i>Ceramics</i> | <i>3</i> | <i>Art 1041, Creativity in the Arts GE</i> |
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- Attach a copy of the course description(s) from the college/university catalog or schedule.
- **Request an official transcript be sent to the Registrar's Office/CSC, Dominican University of California, 50 Acacia Ave., San Rafael, CA 94901-2298, after grades are posted.**
- Submit an Academic Petition for approval if this request is an exception to the policy that 30 of the last 36 units must be taken at Dominican University. This Authorization cannot be processed until the Petition is approved.

Advisor's Signature: _____ Date: _____
(Indicates approval of substitution in major noted above)

Student's Signature _____ Date: _____

Office use only
 Transcript Evaluator Approval _____ Date: _____

All checked conditions apply:

Maximum 70 lower division units previously accepted; course content will fulfill specific requirement noted above but units will not be added to cumulative total for completion of the degree.

Course must be taken for grade.

Course will not be added to academic record until an official transcript has been received.

Approval of Academic Petition required.

Comments _____

Credit entered Date _____ **By** _____ **Degreeworks substitution** Date _____ **By** _____