DOMINICAN UNIVERSITY of CALIFORNIA 1890

Authorization to Take Course(s) Off Campus Form

Students must obtain approval of the transferability of coursework from the Registrar's Office before it is taken at another institution in order for this work to be applied towards a Dominican University degree. Please read the back for additional transfer credit information. **Please print clearly.**

Student ID: _____ Name: _____
Last First

DU E-mail: _____@students.dominican.edu

Major:_____ Minor: _____ Expected term of graduation: _____

Term course(s) will be taken: _____ □ Quarter □ Semester units (Please check one)

Name of School I plan to attend:	Name of School I plan to attend:	Name of School I plan to attend:
Transfer course number **and** title: (SPCH 1A Intro to Public Speaking)	Transfer course number **and** title: (SPCH 1A Intro to Public Speaking)	Transfer course number **and** title: (SPCH 1A Intro to Public Speaking)
I would like to satisfy this requirement: GE □ Speech & Rhetoric □ Math □ Social Science □ Natural Science – □ Biological- lecture & lab □ Physical – lecture & lab □ Creative Arts □ Ethics – □upper □ lower division □ Religion □ Western – □upper □lower □ Cross Cultural – □upper □lower □ International Language Major/Minor- **Dept signature required** □ Name of course (BUS 2000) _____ □ Electives – not to exceed 70 lower division units	I would like to satisfy this requirement: GE □ Speech & Rhetoric □ Math □ Social Science □ Natural Science – □ Biological- lecture & lab □ Physical – lecture & lab □ Creative Arts □ Ethics - □upper □ lower division □ Religion □ Western – □upper □lower □ Cross Cultural – □upper □lower □ International Language Major/Minor– **Dept signature required** □ Name of course (BUS 2000) _____ □ Electives – not to exceed 70 lower division units	I would like to satisfy this requirement: GE □ Speech & Rhetoric □ Math □ Social Science □ Natural Science – □ Biological- lecture & lab □ Physical – lecture & lab □ Creative Arts □ Ethics - □upper □ lower division □ Religion □ Western – □upper □lower □ Cross Cultural – □upper □lower □ International Language Major/Minor– **Dept signature required** □ Name of course (BUS 2000) _____ □ Electives – not to exceed 70 lower division units

Request will not be reviewed unless all required signatures and course descriptions for each course listed above are submitted.
All courses must be completed in the requested term and recorded on the sending institution's official transcript.

Student's Signature: _____ Date:_____

Advisor's Name & Signature: _____ Date: _____

Department Chair's Signature:_____ Date: _____
(Signature required for substitutions in the major/minor noted above)

Faculty Athletic Representative Signature: _____ Date: _____

Study Abroad Advisor's Signature:_____ Date: _____

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General Transfer Credit Information

Undergraduates may:

- transfer courses to fulfill major, minor, general education (up to 9 units*), and elective requirements. Courses must be taken for a grade except for electives. Additional limitations may apply.
- apply a maximum of 70 lower division units towards their undergraduate degree.
- satisfy content requirements listed above even if they have transferred the maximum number of units allowed.

Undergraduates may **NOT**:

- satisfy the following GE requirements after starting classes at DUC: First Year Experience, writing, and colloquium.
- complete less than 30 units out of their last 36 units at DUC.
- transfer vocational courses after starting classes at DUC.

*Limitation applies if you began at DUC Fall 2010 or after.

Special situations – do these apply to your request?

Are you taking a semester abroad?

- Be sure to provide information about the program, course description(s) in English, and state which university will provide the transcript for the course(s). If an international university will issue a transcript, a credential evaluation might be necessary.
- Submit the Educational Leave of Absence form with all required signatures.

Are you an athlete?

- You are required to have the Faculty Athletic Representative sign the form if you are taking a course during the *summer* semester.

Are you graduating within one to two semesters?

- If you are planning on taking more than 6 units off campus you must submit an Academic Petition form requesting an exception to the policy that 30 of the last 36 units must be completed at DUC. This form cannot be reviewed until the petition is approved.

Are you repeating a course off campus?

- Both grades for repeated courses remain on the academic record, but upon successful completion of the repeated course, only the higher grade is calculated into the GPA, and the student receives credit for the course only once.

Office use only:

Registrar's Office Signature: _____ Date:_____

□ Approved □ Denied □Unable to process

Reason/Comments:_____

_____

Transcript Received on :_____

Credit Entered on: _____ By: _____

Revised 8/2012 xg