PERMISSION TO TAKE COURSE(S) AT OTHER INSTITUTION(S)

Dallas Baptist University

This form must be completed at least <u>two weeks</u> prior to your registration at another institution.

Student Name _____ Student ID # _____

Phone Number _____ Email Address _____

ATTENTION GRADUATING STUDENTS

Graduating students CANNOT take classes at another institution during their FINAL (graduating) semester.

Are you a graduating student? ☐ **Yes** ☐ **No** **Anticipated Graduation Date** _____

List courses you wish to transfer to DBU, the institution where you will take them, the proposed DBU course equivalent, and the semester (and dates of term) you desire to take the course(s).

Course Prefix and Number	Credit Hours	Course Title	Institution (no abbreviations)	Dallas Baptist University's Equivalent		Dates of Term
				Prefix and Number	Title	

Advisor's Signature _____ **Date** _____

I understand that **official** transcript(s) from other institutions will be required in order for credits to be placed on the DBU transcript. It is the student's responsibility to request that **official transcript(s) with posted final grade(s) be sent to DBU's Office of the Registrar within two weeks of completion of the class(es)**. The student is responsible for any applicable fees to the other institution for the transcript.
If official transcript(s) with final grade(s) are not received within the two-week period at DBU, *I (the student) understand that the failure to provide the transcript(s) will result in the refusal of the University to accept the transcript(s) for credit.*

Student's Signature _____ **Date** _____

This request was ☐ approved ☐ approved as amended ☐ not approved

Comments _____

_____

_____

Please refer to number(s) ☐ on back.

** Please note this permission request, if approved, is valid for only the semester as requested above.**

Registrar's Office _____ **Date** _____

RETURN ALL COPIES TO REGISTRAR - A confirmation will be emailed to student.

Revised 8/16/2022

Instructions and Policies Regarding Courses Taken at Other Institutions

1. The acceptance of transfer work is subject to degree and catalog requirements and does not imply acceptance for a specific course and/or degree requirement. It is the student's responsibility to understand the conditions under which transfer credit is accepted.

2. A maximum of 66 credit hours may be accepted from a combination of two-year instiutions and technical institutions.

3. No course with a grade of "D" or "F" will be accepted in transfer.

4. Courses from two-year institutions cannot be accepted for advanced (3000-4000) level credit.

5. A student may not repeat at another institution a course in what a grade has already been earned at DBU.

6. After matriculation, a student may only transfer a total of 12 credit hours to DBU.

7. DBU students who wish to enroll for course work at another institution must secure written permission of the Registrar at DBU before registering for the course. Failure to obtain this approval in advance will result in the refusal of this university to accept such work.

8. Students who wish to take courses at another institution must receive permission to do so **TWO WEEKS** prior to the time of registration at the other institution.

9. Students must take 30 of their last 36 hours prior to graduation in residence at DBU. **However, graduating students are not allowed to transfer hours during their final semester.**

10. Official transcripts from other institutions will be required in order for credits to be placed on the DBU transcript. Students must request that **official transcripts of the completed class(es) with final grade(s)** be sent to the Office of the Registrar **within two weeks of completion of the class(es)** and must pay any applicable fees to the other institution for the transcript.

11. Before approval is given for a course to be taken at another institution, all DBU prerequisites for that course must be met.

12. When requesting permission to take a course at institutions other than those in the Dallas/Tarrant County area, please provide a course description when submitting your Permission Request Form.

Revised 8/16/2022