REQUEST FOR PERMISSION TO TAKE COURSE WORK AT ANOTHER INSTITUTION

This is to certify that___________________________________________________________
(ID#____________) is a student in good standing at Roanoke College at the time of this approval. He/She has permission
to take courses in the ________ session at ___________________________________. The transfer of these course credits will
be in accordance with the current Roanoke College catalog.

AFTER A STUDENT HAS REGISTERED WITH ROANOKE COLLEGE, DEGREE CREDIT WILL BE GRANTED
ONLY FOR ELECTIVE COURSES, AND, IN EXCEPTIONAL CASES, UP TO A TOTAL OF TWO COURSES IN THE
STUDENT’S MAJOR OR MINOR OR CONCENTRATION TAKEN AT ANOTHER INSTITUTION. APPROVAL FOR
COURSES TAKEN IN THE MAJOR, MINOR OR CONCENTRATION MUST BE OBTAINED IN ADVANCE FROM
THE DEPARTMENTAL CHAIRPERSON, IN ADDITION TO THE REGISTRAR. COURSES APPROVED FOR THIS
PURPOSE CANNOT BE USED AS A SUBSTITUTION IN THE INTELLECTUAL INQUIRY CURRICULUM. CORE
REQUIREMENTS CANNOT BE TRANSFERRED.

UP TO TWO OF THE LAST EIGHT UNITS OF DEGREE CREDIT MAY BE TAKEN AT ANOTHER APPROVED
INSTITUTION, BUT NO MORE THAN ONE OF THE FINAL FOUR UNITS MAY BE TAKEN AT ANOTHER
INSTITUTION. ALL COURSES TAKEN AT ANOTHER INSTITUTION MUST BE APPROVED IN ADVANCE BY THE
REGISTRAR.

APPROVAL WILL NOT BE GRANTED FOR COURSES PREVIOUSLY FAILED AT ROANOKE
COLLEGE. CREDIT WILL BE GRANTED FOR WORK IN WHICH A GRADE OF “C-” OR
HIGHER HAS BEEN EARNED. TRANSFER GRADES WILL NEITHER APPEAR ON THE
ROANOKE COLLEGE TRANSCRIPT NOR BE USED IN CALCULATION OF THE CUMULATIVE
OR MAJOR GRADE POINT AVERAGE.

Purpose: Circle One

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<th>Course #</th>
<th>Course title</th>
<th>Credit</th>
<th>Major/Minor/Conc/Elective</th>
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Date:____________________________

Department Chair (for Major/Minor/Concentration credit only)
Date:____________________________

Associate Dean/Registrar (for all course approvals)
Date:____________________________

NOTE: Should the academic standing of the above named student change, this permission may be revoked.

White: Student    Canary: File    Pink: Advisor