

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

Dallas Baptist University

• This form must be completed at least two weeks prior to your registration at another institution.

Name _____ Date _____
Last First Middle

Address _____
Street and Number City State ZIP

Student ID # _____ E-mail address _____

Daytime Phone _____ Other Phone _____ Fax # _____

Adult Degree _____ Major _____

Traditional Degree _____ Major _____

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 at which you want to take them, the proposed DBU course equivalent, and the semester you desire to take the courses.

Course Prefix and Number	Credit Hours	Course Title	Institution (no abbreviations)	Dallas Baptist University's Equivalent		**Semester
				Prefix and Number	Title	

Reason for requesting permission to take class(es) off campus _____

Advisor's Signature _____ Date _____

I have reviewed the policies on the reverse side of this form. I understand this permission request form is NOT approved until it is signed by the Registrar's office.

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 _____

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 institutions 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 which 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 the 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.**
*Students entering DBU under the 1999-2001 or subsequent catalog until Fall 2014 must take 30 of the last 36 credit hours in residence at DBU and 32 hours total must be taken in residence. Students entering DBU under the Fall 2014 or subsequent catalogs must take 30 of the last 36 credit hours in residence at DBU and 30 hours total must be taken in residence.
10. Official copies of transcripts from other institutions will be required in order for credits to be placed on the DBU transcript. Students must request that official copies of transcripts 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.