**UNDERGRADUATE PRIOR PERMISSION**
**REQUEST to ENROLL at another UNIVERSITY/COLLEGE**

**POLICY NOTICE:** Students should have 'C' or greater average (at least a 2.0 GPA)

**Step 1: Complete this section and take to Registration and Student Records Office (RSRO).**

_____ _____
Last Name First Name Middle Initial Avila ID # or SSN

_____
Phone number

I request permission to enroll at _____ for the _____
Name of University/College Term and Year

Reason: ☐ Financial ☐ Schedule Conflict ☐ Location ☐ Course not offered
☐ Other:_____

| **Course Code** (ex. PSY 101) | **Title** | **Credits** | **Anticipated Avila Course equivalent:** |
|---|---|---|---|
| 1._____ | _____<br>☐ Repeat ☐ Developmental | _____ | _____<br>☐ Core ☐ Major ☐ Elective |
| 2._____ | _____<br>☐ Repeat ☐ Developmental | _____ | _____<br>☐ Core ☐ Major ☐ Elective |

**Step 2: Read and acknowledge the following policies for transferring courses to Avila.**

- This form must be completed **PRIOR** to enrolling in the course(s). Failure to do so may result in the course(s) not being accepted for transfer. Allow approximately one week processing time.
- Notification regarding the final determination of your request will be sent via your Avila email account.
- **Student must request** an official transcript **with final grades** from the university/college to be mailed to: Avila University, Registration and Student Records Office, 11901 Wornall Road, Kansas City, Missouri, 64145 upon completion of the course.
- This form serves as permission for the specified term/year stated above. Other term/year requests will require a separate form.
- This form will be held for one (1) year if the official transcript is NOT received, an academic exception may need to be processed.
- If college is not in Missouri or Kansas, student must provide a course description or syllabus with this form to the Registration and Student Records Office.
- The Registration and Student Records Office must be immediately notified if the requested course(s) are changed or not completed. Failure to do so may result in a delay in obtaining official documents.
- If you are receiving financial aid, you must talk directly to the financial aid office. Don't make assumptions about receiving aid for these courses.
- Courses to be transferred must be from a regionally accredited institution. Developmental courses are not accepted for transfer credit.
- If you have completed and transferred more than 64 credits from a two-year college, you still must complete a minimum of 64 credits from a four-year institution to graduate with a baccalaureate degree.

I have read and understand these policies.

_____
Student Signature Date

Front and back of form must be completed prior to attending class

**Step 3:** **Drop this form at RSRO. It will be reviewed and forwarded to your advisor.**

Information in this box is to be completed by RSRO.

1._____ _____
Transfer course code Avila equivalent □ Core □ Major □ Elective □ Repeat □ Developmental

2._____ _____
Transfer course code Avila equivalent □ Core □ Major □ Elective □ Repeat □ Developmental

Has the student applied for graduation? NO YES: Semester of graduation _____

RSRO records indicate the following (if incorrect, contact the Student Records Coordinator at x-3731):

_____ _____ _____
Degree Major Catalog Year

_____ Earned hours from two year schools transcripted to Avila University's transcript as of this date.
_____ Total earned hours for all courses completed as of this date.

_____ GPA ≥ 2.00? Y or N
RSRO Signature Date

**PLEASE NOTE:** If course(s) is to satisfy a requirement not stated above, an **Exception to Academic Requirement form MUST** be completed for the course(s) in question.

**Step 4:** **Academic Advisor will complete this section and forward form to the School/College Dean of the student's major.**

Is this a major CI course? NO YES (***If yes, an exception must be submitted with this request for how the CI component will be fulfilled***.)

Is the student in their last 30 hours? NO YES (***This form serves as the exception for transferring in courses in the last 30 hours.)***

□ **Approved** □ **Not Approved**

_____
**Academic Advisor Signature** **(by signing, advisor concurs with above information provided by RSRO)** **Date**
**Comments:** *(ie. Course is an elective and does not meet student's needs, etc.)*

**Step 5:** **The School/College Dean will forward this completed form to the Registration & Student Records Office.**

□ **Approved** □ **Not Approved**

_____
**School/College Dean Signature** **(by signing, Dean concurs with above information provided by RSRO)** **Date**
**Comments:**

**Step 6:** **If Applicable: If student is in last 30 hours as indicated above, Academic Affairs Signature required below.**

□ **Approved** □ **Not Approved**

_____
**Academic Affairs Signature** **Date**
**Comments:**

| Student & Advisor Notified via email | IC: |
|---|---|
| Initial Date | Initial Date |
| | RSRO 5/2014 |