### 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).

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Avila ID # or SSN</th>
</tr>
</thead>
</table>

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: ____________________________________________

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Anticipated Avila Course equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ex. PSY 101)</td>
<td></td>
<td></td>
<td>Core □ Major □ Elective</td>
</tr>
</tbody>
</table>

1. ________

- [ ] Repeat
- [ ] Developmental

2. ________

- [ ] Repeat
- [ ] Developmental

**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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Transfer course code</th>
<th>Avila equivalent</th>
<th>Core</th>
<th>Major</th>
<th>Elective</th>
<th>Repeat</th>
<th>Developmental</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Catalog Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ____________________________ 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 ____________________________ 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

<table>
<thead>
<tr>
<th>IC:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RSRO 5/2014