

**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. _____	_____	_____	_____
	<input type="checkbox"/> Repeat <input type="checkbox"/> Developmental		<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
2. _____	_____	_____	_____
	<input type="checkbox"/> Repeat <input type="checkbox"/> Developmental		<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective

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

- **International Students** desiring an online course: Please check with your home country contact regarding the acceptability and process of enrolling in online courses.
- 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 60 credits from a two-year college, you still must complete a minimum of 60 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

