



## Authorization for Study at Another Institution

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Date \_\_\_\_\_ Course to be taken during term: \_\_\_\_\_ Year: \_\_\_\_\_

Number of community college credits earned to date: \_\_\_\_\_

Total number of credits earned toward degree: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

### Policies relating to transfer of credit after entering Fontbonne University:

1. An undergraduate student's final semester of coursework (regardless of the number of credit hours taken) prior to the conferring of a degree, must be completed at Fontbonne University.
2. A student may not take courses required for the degree at any other institution during the semester in which the degree is to be conferred; the only exception is an institution with which Fontbonne has a course or program agreement.
3. A student may not take CLEP or apply for any externally granted credit through Prior Learning Assessment (PLA) during the semester in which the degree is to be conferred.
4. All transcripts of previously earned coursework, CLEP, and internal PLA documentation must be submitted to the Registrar's Office by the midterm date of the semester in which a student will graduate.
5. A minimum of 32 credits must be completed at Fontbonne University. (Residency requirement)
6. A maximum of 64 credits will be accepted from a community college.

Institution where course will be taken: \_\_\_\_\_ City/State \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Will you be registering for this course through the Inter-Institutional Agreement?  Yes  No

Is this course offered at Fontbonne the semester you are requesting to take it elsewhere?  Yes  No

If yes, why are you taking this course elsewhere? \_\_\_\_\_

This course satisfies the following Fontbonne requirement  or elective

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chair Signature – Department of student's program \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chair Signature – Department of course being taken \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean Signature – Department of student's program \_\_\_\_\_ Date \_\_\_\_\_