

## Authorization for Study at Another Institution and Transfer Course Evaluation

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 must complete 24 of the final 30 credit hours at Fontbonne.
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 minimum of 32 credits must be completed at Fontbonne University. (Residency requirement)
4. 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: Gen Ed  Major  elective

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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### To be completed by Chair of the Department of the course being taken.

This course can be added to the transfer course equivalency database for future evaluations.

This is a one-time approval, and should not be added to the transfer course equivalency database.

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

\_\_\_\_\_  
Date