

## REQUEST FOR PERMISSION TO STUDY OUTSIDE the College of Liberal Arts

Students may take courses at other institutions, including the Hamilton Holt School, though these courses do not count toward the residency requirements of the College of Liberal Arts. **Students must secure approval from Student Records for both the institution and specific courses prior to enrollment at another institution. Courses not pre-approved by Student Records will be subject to individual review and assessed a \$50.00 late fine per course.** Although grades do not transfer, with the exception of Rollins' programs, courses must be taken for a letter grade. Academic credit is given only if a grade of 'C-' or better is earned. Credit hours will be awarded in semester hours and only for the amount documented on the attended institution's official transcript. If the institution attended awards credit in quarter hours, Rollins will transpose quarter hours to semester hours (by dividing quarter hours by 1.5). Students must ensure that the institution attended, other than Rollins' programs, sends an official transcript to Student Records after courses are completed. Completing this form does not constitute registration at another institution. **Rollins will not transfer credits obtained from a secondary institution via online, blended, or distance learning courses, if a student simultaneously is enrolled in full-time courses at a different institution (including Rollins).**  
 →→→If participating in a Study Abroad Program, please check here:

<i>Student's Name</i>	<i>Signature</i>	<i>Date</i>	
<i>Rollins ID</i>	<i>Anticipated Graduation Date</i>	<i>Phone No.</i>	<i>Email Address</i>
<i>Term/Year of Study</i>	<i>Institution's Name (Regionally Accredited)</i>	<i>Institution's Address, City/State/Zip</i>	

### COURSE INFORMATION & APPROVALS:

**\*\*An official course description (from the institution's catalogue or web site) must be provided for every course.\*\***

Course Number	Course Title	Credit Hours	Major Course For Substitution	Major Credit Approved By	Minor Course For Substitution	Minor Credit Approved By	Student Records	
							GEC Req.	GEC Req. Approved By

**FACULTY ADVISOR APPROVAL:** *The student and I have discussed the appropriateness of these courses.*

General Education Curriculum requirements completed:     A    C    D    F    L    N    O    P    Q    S    V    W  
 Physical Education requirements completed:     BPE    PEA    PEA   rFLA Competencies Completed: FCMP   MCMP   WCMP

<i>Faculty Advisor</i>	<i>Signature</i>	<i>Date</i>

**MAJOR REQUIREMENTS:** *Initial above and include the course number for major course.*

<i>Chair, Major Department</i>	<i>Signature</i>	<i>Date</i>

**MINOR REQUIREMENTS:** *Initial above and include the course number for minor course.*

<i>Chair, Minor Department</i>	<i>Signature</i>	<i>Date</i>

**STUDENT RECORDS APPROVAL:** *I approve of the institution, courses, and indicated those courses that fulfill GEC or rFLA requirements.*

<i>Representative, Student Records</i>	<i>Signature</i>	<i>Date</i>

**CONDITIONS/COMMENTS:** \_\_\_\_\_