**Approval for Work at Other Institutions**

**Instructions:** Students must receive approval for all course work taken off campus prior to enrolling at another institution to receive credit at Ozarks.

1. Complete form below by listing institution you wish to attend and course to be completed.
2. List course equivalent or degree requirement your wish to fulfill with transfer course.
3. See Academic Advisor(s) for approval.
4. Return to Registrar

**Student Name:**

**Mailing Address:**

**Institution student will attend:**

**Term Dates:**

**From**

**To**

- [ ] Summer Course or Summer Abroad
- [ ] Semester Study Abroad (leave of absence form required)
- [ ] Semester Study Off-Campus at other U.S. institution (leave of absence form required)

**TO BE COMPLETED BY STUDENT FOR THE COURSE(S) TO BE TAKEN**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>On-line or Correspondence? (Yes/No)</th>
<th>Equivalent course OR degree requirement (program elective or general elective hours)</th>
<th>Academic Dean Approval</th>
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I acknowledge that I am responsible for having an official transcript sent to the Registrar at the University of the Ozarks and that I have been informed that only courses in which I make a grade of 'C-' or higher will be accepted at Ozarks.

**Student Signature:** ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________

**Advisor Approval for off-campus work:** ____________________________  ____________________________
NOTE TO ADVISORS: If the requested course is the equivalent of an Ozarks curricular course and the curricular course is approved for distribution, then the requested course will inherit the approval of the curricular course and will not require Academic Affairs approval.

RETURN THE SIGNED FORM TO THE REGISTRAR

DISTRIBUTION OF FORM
Original to student file
Copy to Student and Advisor

Date