REQUEST FOR PERMISSION TO TAKE COURSE WORK AT ANOTHER INSTITUTION

This is to certify that ____________________________
(ID# ____________________) is a student in good standing at Roanoke College at the time of this approval. He/She has permission to take courses in the ______ session at ____________________________. The transfer of these course credits will be in accordance with the current Roanoke College catalog.

AFTER A STUDENT HAS REGISTERED WITH ROANOE COLLEGE, DEGREE CREDIT WILL BE GRANTED ONLY FOR ELECTIVE COURSES, AND, IN EXCEPTIONAL CASES, UP TO A TOTAL OF TWO COURSES IN THE STUDENT'S MAJOR OR MINOR OR CONCENTRATION TAKEN AT ANOTHER INSTITUTION. APPROVAL FOR COURSES TAKEN IN THE MAJOR, MINOR OR CONCENTRATION MUST BE OBTAINED IN ADVANCE FROM THE DEPARTMENTAL CHAIRPERSON, IN ADDITION TO THE REGISTRAR. COURSES APPROVED FOR THIS PURPOSE CANNOT BE USED AS A SUBSTITUTION IN THE INTELLECTUAL INQUIRY CURRICULUM.

UP TO TWO OF THE LAST EIGHT UNITS OF DEGREE CREDIT MAY BE TAKEN AT ANOTHER APPROVED INSTITUTION, BUT NO MORE THAN ONE OF THE FINAL FOUR UNITS MAY BE TAKEN AT ANOTHER INSTITUTION. ALL COURSES TAKEN AT ANOTHER INSTITUTION MUST BE APPROVED IN ADVANCE BY THE REGISTRAR.

APPROVAL WILL NOT BE GRANTED FOR COURSES PREVIOUSLY FAILED AT ROANOE COLLEGE. CREDIT WILL BE GRANTED FOR WORK IN WHICH A GRADE OF "C-" OR HIGHER HAS BEEN EARNED. TRANSFER GRADES WILL NEITHER APPEAR ON THE ROANOE COLLEGE TRANSCRIPT NOR BE USED IN CALCULATION OF THE CUMULATIVE OR MAJOR GRADE POINT AVERAGE.

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<th>Course #</th>
<th>Course title</th>
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Purpose: Circle One

Department Chair (for Major/Minor/Concentration credit only)

Date: ____________________

Associate Dean/Registrar (for all course approvals)

Date: ____________________

NOTE: Should the academic standing of the above named student change, this permission may be revoked.

White: Student
Canary: File
Pink: Advisor

REG025/Rev 1/10