# School of Undergraduate Studies
## Course At Another Institution Request Form

**PLEASE NOTE:** Courses required for a Major/Minor must be taken at the College. Seniors may **not** take courses off-campus. *

Name: ___________________________ CHC ID #: ___________________________

**First Step:** Research courses available at other institutions and decide on which one you are interested in taking. Print all course information including the Course Description from the Institution’s website. Also, print out the Institution’s Transcript Request Form as you will need to provide it with this form.

**Second Step:** Meet with your Faculty Advisor to discuss the course and the substitution that will be made here at CHC, as well as, the reason for the request.

**Third Step:** Take this signed form and all supporting documentation to the Office of Academic Advising with the Institution’s Transcript Request Form and payment for the transcript.

**Fourth Step:** Register for the course at the Institution. We will take care of requesting your final transcript.

<table>
<thead>
<tr>
<th>Course Code and Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Where is this course located?**

**Indicate the reason for the request – attach a statement if additional space is needed:**

1. the **Student,** understand that I am responsible for registering for the course; meeting all of the deadlines indicated; and fulfilling all tuition requirements. **Student’s Signature:** ___________________________ **Date:** _____________

The course will substitute at CHC for….

- A **general elective** – student needs credits to meet minimum for graduation.
- A course meeting **this requirement** *(indicate requirement):*
- An **elective** in this **major/minor** *(indicate major/minor):*
- This **EXACT course** in a **major/minor** *(indicate course):*

1. the **Faculty Advisor,** give permission to take the above course. **Faculty Advisor’s Signature:** ___________________________ **Date:** _____________

**Final Step:** Check your roster on the My CHC Portal. Courses will appear with a grade of XXX until the final transcript is received. If the grade on the final transcript is a C or better, a grade of TR for Transfer will be entered and the credits earned will be applied. If the grade is lower than C, the course will be deleted and no credit will be earned.

* Exceptions to the Major/Minor and Senior status policy must be approved by the Dean.

**Dean’s Signature:** ___________________________ **Date:** _____________

---

3/13/2013