



## 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**

Course Number from Transfer Institution	Course Name from Transfer Institution	Instruction Mode( F2F, Online, etc)	Ozarks Equivalent course OR degree requirement (program elective or general elective hours)	Advisor Approval (signature)

**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: \_\_\_\_\_

\_\_\_\_\_ Date

Chief Academic Officer: \_\_\_\_\_

\_\_\_\_\_ Date

Return completed form to University of the Ozarks or email to [registrars@ozarks.edu](mailto:registrars@ozarks.edu).