

OFFICE OF ACADEMIC AFFAIRS



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 completed form to Office of Academic Affairs or email to registrars@ozarks.edu

Student Name: _____ Email: _____

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: _____

Office use only

Registrar Notes: _____ Registrar Signature: _____

Chief Academic Officer: _____ Date: _____