# COURSE PERMISSION FORM

## AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE

**Complete the course information fields for any credit you are requesting to earn elsewhere in a term as full-time degree-seeking student at Augustana University.**

**INCLUDE ATTACHMENT OF COURSE DESCRIPTION PUBLISHED BY THE CREDIT GRANTING INSTITUTION FOR *EACH* COURSE APPROVAL SOUGHT ALONG WITH THIS COMPLETED FORM**. Be aware of the calendar system where you are planning to receive credit. If quarter hours rather than semester hours, multiply the number of quarter hours by .67 to calculate semester hours for the course. Review the signature requirements below. Student is responsible for filling out, printing document, then obtaining the required signature approvals of the department in the required instances outlined below. Incomplete forms will not be processed.

**The Department Chair for your major/minor must approve of any courses taken outside of Augustana University that will satisfy your major/minor requirements.**

FIRST NAME: _____    LAST NAME: _____

AUGIE ID: _____    EMAIL: _____ @ole.augie.edu

MAJORS: _____    MINORS: _____

| COURSE 1 | | | |
|---|---|---|---|
| **Course Code** | **Course Title** | **Credit Hours** | **Transfer Institution** |
|  |  |  |  |
| **AU Course Code** | **AU Course Title** | **Core Area** | **Applicable Major(s)/Minor(s)** |
|  |  |  |  |
| **Is this course a repeat?** |  | | |
| **Department Chair Signature** | | **Registrar Signature** | |
| Needed only if the course is within your major or minor. | | This equivalency has been APPROVED / DENIED<br><br>Notes: | |

| COURSE 2 | | | |
|---|---|---|---|
| **Course Code** | **Course Title** | **Credit Hours** | **Transfer Institution** |
|  |  |  |  |
| **AU Course Code** | **AU Course Title** | **Core Area** | **Applicable Major(s)/Minor(s)** |
|  |  |  |  |
| **Is this course a repeat?** |  | | |
| **Department Chair Signature** | | **Registrar Signature** | |
| Needed only if the course is within your major or minor. | | This equivalency has been APPROVED / DENIED<br><br>Notes: | |

**This form must be submitted with all course descriptions attached.**
**Course descriptions can be found in the institution's Academic Catalog.**