

# COURSE PERMISSION FORM

## AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE

Student Name: \_\_\_\_\_ Augustana ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Augustana email: \_\_\_\_\_@ole.augie.edu Major/Minor: \_\_\_\_\_

- Request permission to take the following course(s) from \_\_\_\_\_ Term & Year \_\_\_\_\_  
(School name-use one form per institution) (Ex: SP 18)
- Request permission to take course(s) from another institution while a full-time student at Augustana
- Request course(s) to count in last 30 hours at Augustana

**Student Instructions: Attach a course description for each course listed and indicate which course or requirement you wish the course(s) to satisfy. Indicate if this is a repeat of a course taken at Augustana.**

**Department Chair Instructions: Please list the specific course or requirement the transfer course will substitute for and sign for your approval. Please attach a substitution form for clarity.**

Course Number & Title from above listed school	Semester Credit Hours*	Course or Requirement course will fulfill at Augustana	Repeat course Y/N	Dept Chair Approval if course is in your major or minor	Registrar Approval if course fulfills Core Requirement

- Your responsibilities**
- Department chair approval must be obtained for any course in your major or minor *prior to submitting this form*
  - You must provide a course description for each course you wish to take
  - You must have an official transcript sent directly to the Augustana Registrar's Office upon course completion
  - \*Be aware of the calendar system of the institution you plan to attend! If quarter hours rather than semester hours, multiply the number of ¼ hours by .67 to calculate the number of semester hours of the course(s)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_