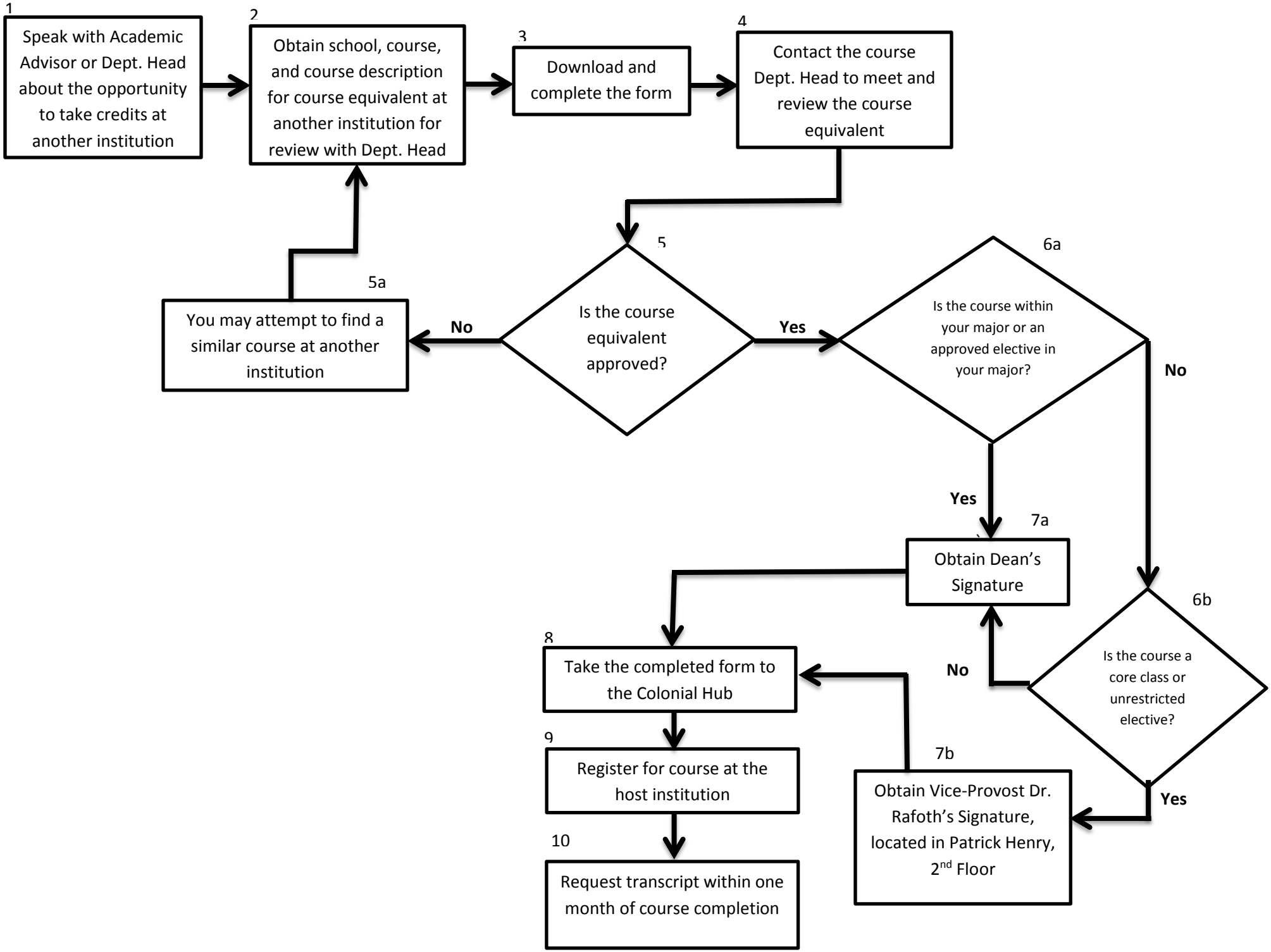
1
Speak with Academic Advisor or Dept. Head about the opportunity to take credits at another institution
2
Obtain school, course, and course description for course equivalent at another institution for review with Dept. Head
3
Download and complete the form
4
Contact the course Dept. Head to meet and review the course equivalent
5
Is the course equivalent approved?
No
5a
You may attempt to find a similar course at another institution
Yes
6a
Is the course within your major or an approved elective in your major?
Yes
No
7a
Obtain Dean's Signature
6b
Is the course a core class or unrestricted elective?
No
Yes
7b
Obtain Vice-Provost Dr. Rafoth's Signature, located in Patrick Henry, 2nd Floor
8
Take the completed form to the Colonial Hub
9
Register for course at the host institution
10
Request transcript within one month of course completion