



# Permission to Take a Course as a Visitor at Another Institution

OFFICE OF THE REGISTRAR • 350-4500  
ONESTOP STUDENT SERVICES, 253 UNIVERSITY HALL  
ONE UNIVERSITY HEIGHTS, CPO 1370, ASHEVILLE, NC 28804

Students in good academic standing who wish to take courses at another regionally accredited institution must have permission from UNC Asheville's Office of the Registrar prior to enrolling at the other school. If a course is to be used for the major or minor, students must receive approval from the department chair or program director. If a course is to be used as a General Education/Integrative Liberal Studies requirement or as an elective, only the permission of the Registrar is required.

Students must earn a minimum of 60 hours from 4 year institutions. Students who have reached 60 semester hours, or if the course/s requested will cause them to exceed 60 semester hours, may not visit a two year school without special approval. Students who have reached 90 semester hours, or if the course/s requested will cause them to exceed 90 semester hours, may not visit any institution without special approval. Students with 90 or more earned hours who are approved to visit another institution will be required to complete an additional 30 hours at UNCA upon their return.

A grade of C or better must be earned for the course/s to transfer back to UNC Asheville. Do not take courses graded S/U or Pass/Fail.

A student may not take a course at another institution if s/he has received a C-, D, F or U in the equivalent course at UNC Asheville.

Grades and quality points for courses taken elsewhere are not used in calculating the grade point average at UNC Asheville.

At the end of the term, the student must request the visited school to send an official transcript to the Office of the Registrar at UNC Asheville, even if the course was not successfully completed.

Complete the information below, securing department chair/program director approval, if required, and return the form to the Office of the Registrar, in OneStop Student Services.

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Name \_\_\_\_\_ Major at UNCA \_\_\_\_\_

SID# \_\_\_\_\_ Concentration \_\_\_\_\_

\_\_\_\_\_ Declared \_\_\_\_\_ Undeclared

Local address \_\_\_\_\_ Classification \_\_\_\_\_ Fr \_\_\_\_\_ So \_\_\_\_\_ Jr \_\_\_\_\_ Sr

\_\_\_\_\_

E-mail address \_\_\_\_\_ Advisor \_\_\_\_\_

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School where courses will be taken: \_\_\_\_\_

Semester/Year in which courses will be completed: \_\_\_\_\_

Subject & Course Number	Course Title	Credit Hours	UNCA Equivalent	Dept Approval <small>(Initial if approved for major or minor)</small>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_ I know that I will need a minimum of 60 semester hours of credit from four-year schools in order to graduate from UNC Asheville.

\_\_\_\_ I know that after taking the course(s) listed above, I will need to complete at least 30 additional hours at UNC Asheville in order to graduate.

Student's signature agreeing to abide by the requirements in the statement/s checked above \_\_\_\_\_

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This is to certify that the above-named student is in good academic standing at The University of North Carolina at Asheville and has permission to take the courses indicated. Approved by \_\_\_\_\_ Date \_\_\_\_\_

*Office of the Registrar*