



## **Petition to Complete a Course(s) at Another Institution After Matriculation**

*(For current students seeking approval to take courses at a different institution and transfer credits back to OCU)*

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**OCU Email Address:** \_\_\_\_\_@myocu.oak.edu **Sem/Year:** \_\_\_\_\_ **or STerm:** \_\_\_\_\_

**I request permission to take the following course(s) during the Summer Session 20\_\_ at:**

**Name of Institution:** \_\_\_\_\_

**Course/s that will be completed at a different institution:**

Dept	Course Number	Course Title	Credit Hours	Expected Start/End Date

**Expected equivalency at OCU:**

Dept	Course Number	Course Title	Credit Hours

**Reasons for completing coursework at another institution:**

*Note: Once matriculated, a student may not take more than three (3) courses (maximum 10 credit hours) from another institution for transfer credit to be applied to his/her degree. Prior written approval from the student's academic advisor and the Registrar. Failure to obtain prior approval may result in credits not transferring to OCU.*

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

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_