

FAQs about taking courses at other institutions

If you would like to take courses at another institution and transfer those courses back to Elmhurst College, you need to request and receive approval from the Academic Dean's Office prior to taking the class. State your reasons for wanting to take classes at another institution in terms of how this helps your academic plan, and refrain from listing financial reasons. Note: If you are requesting permission to take a summer class, you need to wait until EC summer classes are posted before you turn the form in to the Advising Office.

What do I need to do if I want to take a course at another college and transfer it back to Elmhurst to count toward my EC degree?

- Request the Academic Dean's approval by completing the ***Permission to Attend/Transfer Course Approval*** form
- Carefully read and follow all the directions on the form. Your advisor's signature and endorsement is required. If the course you are looking to take elsewhere is for your major or minor, the Department Chair's signature is also required.
- Check the link "[Will My Courses Transfer?](#)" to see if the course you are requesting fulfills the ECIC requirement you need.
- After completing the **approved** course, order a transcript sent to Elmhurst College

When might a request be denied?

- If Elmhurst is offering the same course during the same term and you live within commuting distance
- If you are repeating a course – **ALL** repeats must be done at Elmhurst College
- If you have already earned 17.50 course credits at a 2-year college
- If your rationale is weak and poorly written, or you list “saving money” as your reason

Where can I get the “Permission to Attend/Transfer Course Approval” forms?

- Advising Office [Goebel Hall 103]
- EC Homepage – Academics→Academic Advising→Forms and Resources [Fillable PDF]

Where do I turn in the completed form, including both your advisor's signature and endorsement for your request?

- Advising Office [Goebel Hall 103]

Who reviews requests, and approves or denies them?

- A Dean in the Academic Affairs Office

How long does it take to get an answer?

- Allow 2 weeks [it may not take that long]

How will I know if my request has been approved or denied?

- A copy of the reviewed form will be sent to your EC email account
- No results will be given over the phone