

## FAQs About Taking Courses at Other Institutions

If you would like to take courses at another institution and transfer those courses back to Elmhurst University, 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 EU summer classes are posted before you turn the form in to the Advising Office for processing.

### What do I need to do if I want to take a course at another institution and transfer it back to Elmhurst to count toward my EU 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?](#)" on [elmhurst.edu](#)→Academics→Academic Advising→Forms & Resources→Attending Other Institutions to see if the course you are requesting fulfills the Integrated Curriculum requirement you need.
- After completing the **approved** course, **order a transcript** to be sent to Elmhurst University's Office of Registration & Records

### When might a request be denied?

- If Elmhurst is offering the same course during the same term and you live within commuting distance to Elmhurst University
- If you are repeating a course – **ALL** repeats must be done at Elmhurst University
- 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]
- EU Website – Academics→Academic Advising→Forms and Resources
- EU Portal – Search Student Forms→Advising Forms

### 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 EU email account
- No results will be given over the phone