



SUBJECT: Courses at Another Institution	Effective Date: July 1, 2011	Policy Number: 01-1-008
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Student/Advisor/Division Chair	

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure that credits at the Institution meet all academic standards, that students adhere to accreditation standards regarding hours earned at the host institution, and that students do not take courses which cannot be appropriately applied to their programs of study. Students may only take courses at another institution for the following reasons:

1. They live out of the Memphis area and want to take courses while they are home for the summer period.
2. The course is never offered at LeMoyne-Owen College.
3. They are in their final year and a required course is not available.

II. Applicability/Scope

This applies to all students at LeMoyne-Owen College.

III. Implementation procedures

Responsibility	Action	Timeline
Student	Applies to Advisor, provides course description of the course at the other institution and complete Request to Take a Course at Another College or University Form	
Advisor	Reviews applicability of course and if reasons for request apply, signs form .	
Student	Gets approval from 1) the Division Chair in whose division the course would be offered at LeMoyne-Owen and 2) from the Chair of the Division in which the student is majoring	
Student	Carries completed form with full course descriptions and signatures to the Office of Academic Affairs	
Chief Academic Officer	Approves and forwards to Records or disapproves and returns to student	
Records	Maintains approved form in file	
Student	Registers at other institution and arranges for Registrar of that institution to officially transfer course completion records to LOC Records Office	

IV. Related policies/References for more information

Catalog

Authorizing Official: <u><i>Barbara J. Frank</i></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	