



**GRADUATE WORK AT OTHER SCHOOLS – APPLICATION**

A student who wishes to take courses at another school and transfer credit for those courses to Cardozo must obtain approval from the Dean of Students prior to registering for such courses at the other school. Students are not permitted to transfer credits for courses they have already begun or completed prior to obtaining permission. The grade received will not transfer to Cardozo or be factored into the student’s grade point average. A student who will not be taking any courses at Cardozo must also apply for a leave of absence via the Dean of Students, and approval for such a leave is only granted under exceptional circumstances. If permission for courses at other institutions is granted, the student must earn a grade of “C” or better in a course to receive credit, and the course may not be graded on a pass/fail basis. It is the student’s responsibility to have an official transcript with the recorded grade(s) sent immediately to Cardozo upon completion of the work.

**Please press firmly and write legibly**

Name \_\_\_\_\_ Student I.D # \_\_\_\_\_  
Last First M.I.

Current Address: \_\_\_\_\_  
Number & Street City State Zip Code

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

The courses will be taken at \_\_\_\_\_ in the \_\_\_\_\_ semester, 20\_\_\_\_ for a total of \_\_\_\_\_ credits.  
(Name of School) (Season) (Year) (#)

Courses to be taken, as listed in the above school’s catalog:

| Title of Course | # of Credits | Cardozo Equivalent, If Any | Cardozo Requirement satisfied, if any |
|-----------------|--------------|----------------------------|---------------------------------------|
| A. _____        | _____        | _____                      | _____                                 |
| B. _____        | _____        | _____                      | _____                                 |
| C. _____        | _____        | _____                      | _____                                 |
| D. _____        | _____        | _____                      | _____                                 |

Students must attach official descriptions of the above courses to this application, along with an unofficial transcript.

Reason for taking courses at another school: \_\_\_\_\_  
 \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Do not write below this line**

Signature of Dean of Students \_\_\_\_\_ Date \_\_\_\_\_

White copy to Registrar, Yellow to Student, Pink to Dean of Students