Taking Courses at Other Institutions

With prior approval from the academic program coordinator in the relevant discipline and the Registrar, a student may take courses at another institution. The Office of Registration and Records will provide an *Authorization to Take Courses at Another University* form to the student. The form must be accompanied by a catalog course description of the course the student wants to take. A syllabus of the course may also be requested. The program coordinator must review the request as well as the attached course description and syllabus to decide which King University course the outside course will substitute, designate that information on the form, and then sign it. The student must return the form to the Office of Registration and Records.

Approved courses transferred back to King will not add quality points, so such courses cannot be used to raise a student’s GPA. Courses for which a student has not received prior approval may not be accepted by King University.