



Dual Degree/3rd Year Transfer/Professional School Steps to take prior to transferring

Students who wish to complete a professional program elsewhere and transfer courses back to Doane, to receive a Doane degree, should follow the following steps.

1. Meet with your academic advisor to discuss your plans. The academic department needs to approve the request.
2. Upon department approval, complete the attached 2 page form with your advisor.

In an ideal situation, students will have already completed Doane Plan requirements, and coursework required in their major, therefore only needing elective courses to get to the 132 hours required to graduate. The Professional School courses would then fulfill these electives. However, this is often not the case. The attached form when completed will detail how Professional School coursework would transfer in to satisfy the major and/or Doane Plan remaining requirements so the Registrar can post it accurately when the student returns to graduate.

3. If you are currently receiving financial aid, or anticipate receiving it for your profession program, it is recommended you meet with Financial Aid to help determine your Doane graduation date. For example, a student transferring into UNL's Bachelor degree program in Engineering will not want to graduate from Doane until all their Engineering coursework is complete. If you graduated from Doane after your first year in Engineering your financial aid availability at the undergraduate level is closed. For students entering Creighton's Doctor of Physical Therapy (DPT) program, graduating after completing one year of coursework could be beneficial as then the student would be able to access financial aid monies at the graduate student level.
4. Have the Vice President for Academic Affairs review and approve the form for Waiver for the final 30 credits, and completion of any remaining Doane Plan courses if necessary.
5. Turn the complete 2 page form with signatures into the Registrar's Office. The Registrar will sign and make copies to be distributed back to the advisor, and student.
6. If any changes are made to the form, like anticipated graduation date, or contact information, please notify the Registrar's Office.



Dual Degree/3rd Year Transfer/Professional School
Completion Contract

Student Name: _____

Doane Major: _____

Doane Academic Advisor: _____

Professional School: _____

Professional Major: _____

Proposed Dates of Attendance at Professional School: _____

Expected Date of Doane Graduation: _____

Full name to be printed on Doane Diploma: _____

Contact Information (for use after transferring)

Address: _____

Phone: _____ Email: _____

Waiver of Final 30 credits

The Doane Catalog states that the last 30 credits immediately preceding graduation will normally be in residence. Students need to have the Vice President for Academic Affairs (VPAA) approval allowing them to complete their last 30 credits at the Professional School. Contact the VPAA office for an appointment to discuss your plans and receive approval. *VPAA signature line below.*

Doane Degree Completion Requirements

Doane Plan: Dual Degree students must complete all Doane Plan requirements to receive a degree from Doane College. Generally these should be completed before transferring. If more than three Doane Plan credits are needed at the time of transfer to the professional school, then a plan for completing those credits must be approved by the VPAA.

Doane Plan Status: _____ Complete _____ Incomplete (*fill out grid below*)

Completion Plan (*if required*)

Doane Plan Requirement	Completion Method

Vice President of Academic Affairs signature: _____

Doane Major: Dual Degree students must complete the requirements for a Doane major to receive the Doane degree. Transfer credit from the professional school can be used for this purpose. Most programs require all course work requirements, except for senior level work, to be completed before transfer. *Biology majors see the list below of the specific courses that need to be completed prior to transferring.* Please complete the table below with your advisor describing how the senior level work will be completed.

Biology students entering a professional program in lieu of completing the 4th year at Doane, must have completed the following:

1. Core biology courses: BIO-120, BIO-121, BIO-205, BIO-260 BIO-295
2. Three 300- or 400-level biology courses, excluding BIO-495/496, BIO-498
3. BIO-351 Research I
4. Chemistry and/or physics cognates
5. The Biology field exam.

Doane Major Status: ____ Complete ____ Incomplete

Completion Plan (if required)

Doane Major Requirement	Completion Method

The student must have official transcripts sent to Doane's Registrar office demonstrating the completion of needed requirements from the professional school, as specified above.

Signatures:

Student: _____

Doane Advisor: _____

Doane Registrar: _____

Registrar's Office
 1014 Boswell Avenue
 Crete, NE 68333
 Fax: 402-826-8600
 Phone: 402-826-8251
 Email: registraroffice@doane.edu