



MARIST COLLEGE
OFFICE OF THE REGISTRAR



REQUEST TO TAKE A COURSE AT ANOTHER COLLEGE
(before completing this form, please see other side for full instructions)

****No full-time, matriculated student at Marist is permitted to do coursework concurrently at another institution.****

CWID: Major:

Name: Total Credits Earned To Date: Credits In Progress:

Address: Student is in Good Academic Standing: Yes No

Semester: Fall Spring Summer Winter Yr:

Phone #: Student is concurrently enrolled full-time at Marist: Yes No

Check if this is a repeated course (only failed (F) grades may be repeated).

Transfer credit is requested from:

Check if course is to be taken abroad. Please note, an official transcript from an accredited U.S. institution must be submitted in order to be considered for transfer credit - otherwise permission cannot be granted.

Course at Visiting Institution:

Course #	Title	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>

You must attach a course description from the visiting institution.

Marist Equivalent:

Course #	Title	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>

Department Chair Signature

Comments on reverse side.

Dean Signature

Comments on reverse side.

Registrar's Signature

For Registrar Use Only:

Marist Course Number: _____ Credits Posted: _____

Visiting Institution Course Number: _____ Initials: _____ Date: _____

Instructions

1. Permission cannot be granted for full-time matriculated students to take courses at another institution during the same term that the student is enrolled full-time at Marist.
2. Permission cannot be granted for study abroad programs in which the student enrolls directly in a foreign institution. Permission can only be granted if the study abroad program is through another U.S. institution and the coursework and grades are shown on the U.S. institution's transcript.
3. Transfer credits will not be granted unless form is completed and returned to the Office of the Registrar prior to taking the course. The **Department Chair** and the **Dean** must sign the form before returning the form to the Office of the Registrar.
4. Allow two weeks processing time.
5. Transfer credits will not be accepted from two year accredited institutions after a student's total credits equal 70.
6. Transfer credits will not be accepted from any other accredited institution after a student's total credits equal 90.
7. Transfer credits will not be accepted from any accredited institution when the equivalent course is being offered online or on campus by Marist College during the same semester.
8. Transfer credits will not be accepted from any accredited institution when the indicated course will be used to meet a requirement (e.g. Core requirement) that can be met by a course that is being offered online or on campus by Marist College during the same semester.
9. Grades for courses taken elsewhere will not be included in the computation of a student's Marist grade point average.
10. Only courses in which a C or better has been obtained may be transferred to meet major, related field, and Core requirements. Credit for C- grades may be awarded on the elective credit category only.
11. You must forward an OFFICIAL TRANSCRIPT from the visiting accredited institution to the Registrar's Office after completion of course(s).

Student

notes:

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Chair/Dean notes:

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