



## PERMISSION TO STUDY AT ANOTHER INSTITUTION

Return completed form to:  
 Registrar's Office, 123 White Hall, 1600 Burrstone Road; Utica, New York 13502  
 Phone: (315) 792-3195 Fax: (315) 792-3020

Student's Name: \_\_\_\_\_  
 Major/Program: \_\_\_\_\_

Student ID#: \_\_\_\_\_

I request permission to take courses at an institution other than Utica College during the following term:	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	YEAR: 20_____
<b>UNDERGRADUATE STUDENTS: this shaded portion is required – if this portion is not completed, the Registrar's Office will not approve the Permission to Study:</b>		
Hours completed at the end of the current semester: <i>(Look at "Earned Hours" on your transcript and then ADD all courses for which you are currently registered)</i>	<div style="border: 2px solid black; width: 100%; height: 100%;"></div>	Have you, the student, earned more than or equal to 90 credits? <input type="checkbox"/> Yes <input type="checkbox"/> NO Is this your <b>final course</b> to meet all graduation requirements? <input type="checkbox"/> Yes <input type="checkbox"/> NO
<i>My request is for the following reason:</i>		

Please use space provided: \_\_\_\_\_

After consulting with your Adviser/Program Chair and Dean, you may be granted permission to take courses at another institution and apply them to your degree program at Utica College. This form is used to ensure that the courses you wish to take are acceptable for transfer. If you plan to take courses at another institution, you should be aware of the following:

- ✓ Courses taken at another institution and accepted for credit at Utica College will be transferred in as "hours passed." Letter grades and grade points will not be recorded (the course will not affect your Utica College GPA).
- ✓ Courses must be taken at a regionally-accredited college or university.
- ✓ Credit will be added to your record upon receipt of an official sealed or electronic transcript from the college you attended.
- ✓ It is the student's responsibility to supply the Registrar's Office with an official (sealed) transcript.
- ✓ Courses must be applicable to your degree program at Utica College.
- ✓ Questions about which classes can be transferred are answered by your adviser. The Registrar's Office cannot advise about planning transfer credit.

**Undergraduate Student Requirements:**

- Minimum grade for transfer: C
- Your **last 30 credit hours** granted toward your Utica College degree *must* be earned at Utica College. If you have already earned a total of 90 credit hours toward your degree and wish to take a class at another institution your request will be evaluated by the Registrar. This is why you must enter the number of hours you will have at the end of the current semester.
- A maximum of **60 credits** may be earned from any combination of community colleges.
- Courses taken through the Study Abroad Program should use the "Permission to Study Abroad" form.

**Graduate Student Requirements:**

- Minimum grade for transfer: B
- A maximum of six (6) transfer credits can be applied to a graduate degree.

***Courses Planned (must attach course descriptions, course description must include name of college):***

OTHER INSTITUTION			UTICA COLLEGE		
<b>Name of Institution:</b>					
Dept & Course #	Course Title	Credits	Dept & Course #	Course Title	Credits

**I have reviewed this plan with the student and find these courses acceptable to meet college requirements as listed above.**

First Signature – Student's Adviser or Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Second Signature – Dean of Academic School: \_\_\_\_\_ Date: \_\_\_\_\_

Final Signature – Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**The student does not have permission to take the course(s) listed until the Office of the Registrar signs this form, even if the Dean has signed. Once final approval has been granted, a copy of the signed form will be emailed to the student's @utica.edu email address.**

**DO NOT WRITE BELOW THIS LINE**

Date Received by Registrar:	<input type="checkbox"/> Display(s) as expected in degree evaluation <input type="checkbox"/> REJECTED	
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