



PERMISSION TO STUDY AT ANOTHER INSTITUTION

Return completed form to:
 Registrar's Office, 122 White Hall, 1600 Burrstone Road; Utica, New York 13502
 Phone: (315) 792-3195
 Fax: (315) 792-3020

Student Name: _____
 Banner ID: _____

Student Signature _____
 Major/Program: _____

I request permission to take courses at an institution other than Utica University during the following term: Summer Fall Winter Spring YEAR: 20_____

My request is for the following reason:
UNDERGRADUATE STUDENTS: this shaded portion is required – if this portion is not completed, the Registrar's Office will not approve the Permission to Study:

Hours completed at the end of the current semester: Have you, the student, earned more than or equal to 90 credits?
 Yes NO
 Is this your **final course** to meet all graduation requirements?
 Yes NO

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 University. This form is used to ensure that the courses you wish to take are acceptable for transfer. By completing this form you acknowledge that you understand the following:

- ✓ Courses taken at another institution and accepted for credit at Utica University will be transferred in as "hours passed." Letter grades and grade points will not be recorded (the course will not affect your Utica University 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 University you attended.
- ✓ It is the student's responsibility to supply Utica University with an official transcript.
- ✓ Courses must be applicable to your degree program at Utica University.
- ✓ Questions about which classes can be transferred are answered by your adviser. The Registrar's Office cannot advise.
- ✓ It is your responsibility to; reach out to the host institution to register for classes, follow add/drop deadlines as outlined by the host institution, and pay tuition fees to that host institution. Being granted a letter of permission from Utica does not guarantee that you will be registered in a class.

Undergraduate Student Requirements:

- Minimum grade for transfer: C
- Your **last 30 credit hours** granted toward your Utica University degree *must* be earned at Utica University. 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 and must include name of the University):

NAME OF OTHER INSTITUTION:			UTICA UNIVERSITY		
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 University 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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