



Permission to Take Courses at Another Institution Form

Instructions:

- Bring the course description/syllabus to the appropriate department whose signature is required.
- Bring a copy of your program evaluation to your faculty advisor or the Dept/Division Chair.
- Submit proof of the institution's regional accreditation – Copy of the institution's accreditation webpage will be acceptable.
- An official transcript of your grades must be requested and sent to the Center for Student Services at Marymount Manhattan College when you have completed your course(s).
- Do not register for courses until permission is approved by all parties.

Please Note the following policies:

- Typically, MMC does not give permission to take courses at institutions that are not accredited by the regional agencies of the United States Commission on Higher Education (USCHE).
- MMC does not accept 100/200 level courses taken at another institution to substitute for 300/400 level courses.
- In order to fulfill an AIP requirement, courses taken at another institution must be at the 300-college level or higher.

Are you a graduating senior? ☐ Yes ☐ No

If YES, note that if you are taking classes outside of MMC to fulfill outstanding requirements, you are required to include proof of registration for those specific classes when you submit your signed form to the Center for Student Services. If you will have outstanding requirements at the end of the spring semester (6 credits or fewer) and want to participate in the Commencement Ceremony, you must submit the Special Request for Permission to Participate in Commencement Ceremony form by May 1st.

Name: _____ Student ID _____
Last First

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Name of Institution: _____

City & State: _____ Country (if outside US): _____

Course Information and Departmental Approval: Indicate semester and year you will be attending:

☐ Fall _____ ☐ Jan _____ ☐ Spring _____ ☐ Sum I _____ ☐ Sum II _____ ☐ Other (Specify): _____

Is this an **on-line course**? If so, when do you plan to begin the course? _____

Eligibility Requirements – Check Yes (Y) or No (N)

- | | | |
|---|----------------------------|----------------------------|
| 1. I have a cumulative gpa >= 2.00 | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 2. The institution in which I am planning to enroll in is regionally accredited | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 3. The course(s) that I will be enrolling in are applicable towards my degree program | <input type="checkbox"/> Y | <input type="checkbox"/> N |

A. To Be Completed by Student				B. To Be Completed by Department and/or Division Chair			
Dept	Course #	Course Title	Credits	MMC Course Number*	Department Chair Approval	AIP Designation (CP, EP, IP, NP, REP, UP)	If AIP Substitution, Division Chair Approval

Disclaimer:

- I understand that the College reserves the right to not award credit, under the following condition(s):
 - If the institution is not regionally accredited.
 - If the course taken at the other institution is not equivalent to an MMC course in academic level/course content.
 - If the course credits earned on the official transcript are less than the number of credits as stated on the Permission form.
- I understand that the College will not grant more credits earned from the transfer institution.
- I understand MMC's Transfer Credit policy as stated in the current academic catalogue. In addition, I must receive a passing letter grade of C- or above. I also understand that a grade of Pass (P) is not an acceptable grade.
- I understand that if I did not pass the eligibility requirements, MMC is not obligated to transfer in my credits.

Student Signature: _____ Date: _____

Dean of Academic Advisement and Student Retention: _____ Date: _____