

Dear Student -

The BUS division wants to ensure that taking a course at another institution will help you succeed. There are institutions that offer courses that sometimes sound like our courses, but do not have the same learning outcomes. Therefore, we request information to ensure that the courses taken elsewhere are equivalent to the courses we offer here. Given below are the steps to apply for approval to take a course at another institution.

Please submit the following documents requested below at least 3 weeks in advance of the registration date for the course.

1) First, submit the Permission to Take Course at another institution (PTTC form) by using the link in your student portal. Please make sure to include a copy of the syllabus for the course as part of your PTTC form submission.

On our part, we will check that the course, program and institution satisfy the following requirements:

- 1) The chosen institution has regional accreditation.
- 2) The program offering the business and economics course is accredited by AACSB or ACBSP.
- 3) The proposed course has learning outcomes that match the MMC course and requires in-class proctored exams.
- 4) Certain business core courses, depending upon the specific program that you are in, for example: IT 330, Bus 403, Bus 309, Bus 335, and Bus 324, must be taken at MMC.
- 5) Please note that a 100 or 200 level courses taken at another institution will not be used to substitute for any 300 or 400 upper-level courses at MMC.
- 6) Note that if you wish to get a business minor, you need to complete at least 6 credits of the minor requirements here at MMC.

Response time: We need at least 5 business days to give you an e-mail response during the fall and spring semesters after you submit the complete packet; and at least 15 working days during the holiday season, January or summer sessions.

If the course is approved by the division, you will receive approval from the Office of Academic Affairs/Advising Office. Please do not register for any course unless you receive approval in writing. Maintain copies of all approvals in your files and submit the transcript to CSS.