



## APPLICATION FOR PERMISSION TO ENROLL IN COURSES AT OTHER INSTITUTIONS

The following form is to be submitted by the student. Admissions will identify the Molloy course equivalency and assign a Molloy course number (the student must present the catalog description from the other institution for review). **The Chairperson of the Department in which the course offered must validate that the course is not available.** The student must obtain the approval of his/her major advisor and the major departmental Chairperson, both of whom will review the student's need for the course and confirm eligibility. Academic Affairs will review all justifications. The student returns the form to the Registrar's Office for final approval. **If the transfer course is to be a substitution for a required course, then the Waiver/Substitution Form must be submitted with the approval signatures of the advisor, the chairperson, and Academic Affairs.**

I, \_\_\_\_\_, \_\_\_\_\_, request permission to enroll at \_\_\_\_\_  
in the Fall \_\_\_\_\_, Spring \_\_\_\_\_, Summer \_\_\_\_\_, Intersession \_\_\_\_\_, term of 20\_\_\_\_ for the following course:

### COURSE REQUESTED AT OTHER INSTITUTION AND EQUIVALENCY BY OFFICE OF ADMISSIONS (NOT PERMISSION):

COURSE #: \_\_\_\_\_ TITLE: \_\_\_\_\_ CR#: \_\_\_\_\_ MOLLOY COURSE#: \_\_\_\_\_ CR#: \_\_\_\_\_ ADMISSIONS SIGNATURE: \_\_\_\_\_

Total Credits Earned: \_\_\_\_\_ Expected Graduation Date: May 20\_\_\_\_ August 20\_\_\_\_ January 20\_\_\_\_

Departmental Chairperson's signature confirming that the course is not offered in the course's department before the student's projected graduation, and confirming that there is no equivalent course that can be taken to meet the requirement for the student's academic program of study in that department (Waiver/Substitution Form must be submitted for transfer course substitutions):

DEPARTMENTAL CHAIRPERSON (For Course): \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Advisor must verify the following and sign:

- Student is not completing the last 30 credit hours prior to graduation, which must be completed at Molloy.
- Course is appropriate for the student's program and meets a specific requirement for degree completion.
- Course or its equivalent is not offered at Molloy in the term requested (Students will not be approved for courses offered at Molloy).
- Student is not requesting to repeat a Molloy course at another institution for a better grade.

Advisor Comments: \_\_\_\_\_

MAJOR ADVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAJOR CHAIRPERSON'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This student has Academic Affairs approval. Notes: \_\_\_\_\_

ASSOCIATE DEAN/ACADEMIC SUPPORT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This student is in good standing and has the approval of Molloy University to register for the course indicated.

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- Transfer credit will be granted in accordance with the Transfer Policy set fourth in the Molloy University catalog. Please read the policy on "Courses at Other Institutions." Maximum transfer coursework accepted from **two-year colleges is 64 credits** or from **four-year colleges is 98 credits**. Maximum transfer work accepted can never exceed 98 credits. **Students may not repeat courses for a better grade at any other institution. Transfer coursework grades are not reported on Molloy transcripts.**
- Since the above credits are not part of a degree at another institution, **a grade of "C" or better is required for transfer.** Some departments may require **higher grades** for transfer courses in the major or related requirements.
- The last 30 semester hours of a Molloy student's program must be completed at Molloy.
- Upon completion of the course, the student is responsible for having an **official transcript** sent to the Office of the Registrar.
- Graduate students do not need permission to take undergraduate-level courses at other institutions.