

Matriculated students seeking to obtain credit for courses taken outside of Molloy University must complete this form prior to registering for the course. The Molloy department chairperson for the course will determine the Molloy equivalent course and will validate that the course is not available for the student to enroll at Molloy. Permission must be obtained from the department and Dean's Office that offers the course equivalent, the student's major advisor and chairperson, and the Office of Student Success. Completed forms must be submitted to the Office of the Registrar. *Please note: requests for students with Junior or Senior standing (earned 60+ credits) will only be considered from four-year accredited institutions.*

Student Name: _____ **Year:** _____ **Term:** Summer Fall
Student ID: _____ Intersession Spring
Program of Study: _____ **Expected Graduation Date:** _____ **Total Earned Credits:** _____

<u>Host Institution</u>	<u>Course Number & Title</u>	<u>Molloy Equivalent</u>

Rationale for request:

→ **Student Signature:** _____ **Date:** _____

ADVISOR REQUESTING PERMISSION

Advisors must verify the following (approved exceptions should be noted below):

- Student is not completing the last 30 credit hours prior to graduation and has a cumulative grade point average (GPA) of 2.0 or higher.
- Student is not requesting to repeat a Molloy course for a better grade.
- Course is appropriate for student's program of study and meets a specific degree requirement.
- Course or its equivalent is not offered at Molloy in term requested.
- Course syllabus is attached to this form.

Approved exception(s):

Is this an Acadeum course? Yes No

→ **Major Advisor:** _____ **Date:** _____

→ **Major Chairperson:** _____ **Date:** _____

- Please continue to page 2 for additional approvals. -

COURSE DEPARTMENT & SCHOOL APPROVAL OF REQUEST

The Departmental Chairperson's signature confirms that the course is not offered in the course's department before the students' expected graduation date and that there is no equivalent course that can be taken to meet the requirement for the student's program of study.

→ **Department Chairperson:** _____ **Date:** _____

→ **School Dean's Office:** _____ **Date:** _____

OFFICE OF STUDENT SUCCESS APPROVAL

If an Acadeum course, is it a consortial course? Yes No

→ **Office of Student Success:** _____ **Date:** _____

NOTE

Courses will be recorded as transfer credit*. Please refer to the "Transfer Courses after Matriculation" policy in the Molloy University Catalog. ***Please submit completed forms and final official transcripts to the Office of the Registrar (registrar@molloy.edu, 235 Wilbur Hall).*** Transfer credit will only be processed once this completed form and the final transcript are received.

** For fully online degree completion students, Acadeum consortial classes will be displayed on the Molloy record as the Molloy equivalent course with the grade earned through Acadeum and may be an exception to the residency requirement.*