REQUEST TO TAKE A COURSE AT ANOTHER COLLEGE
(before completing form, please see other side for full instructions)

Student ID #: ___________________________ Phone #: ______________________________
Major: ________________________________
Total Credits Earned To Date: __________
Credits In Progress: ________________
Student is in Good Academic Standing: Yes ____ No ____
Semester: Fall ___ Spring ___ Summer ___ Winter ___ Year: ______

Check if this is a repeated course (only failed (F) grades may be repeated).

Transfer credit is requested from ________________________________________________________ for the following course. (indicate other institution)

Check if course is to be taken abroad. Please note, an official transcript from an accredited U.S. institution must be submitted in order to be considered for transfer credit.

Course at Visiting Institution:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

You must attach a course description from the visiting institution.

Marist Equivalent:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Student Signature ______________________ Date ___________

Department Chair Signature ______________________ Date ___________

Dean Signature ______________________ Date ___________

Registrar’s Signature ______________________ Date ___________

Comments on reverse side.

For Registrar Use Only:

Marist Course Number: ___________________________ Credits Posted: _______________________
Visiting Institution Course Number: ___________________________ Initials: ____________ Date: ____________

Request form-rev. 3/16
**Instructions**

1. Transfer credits will not be granted unless form is completed and returned to the Office of the Registrar prior to taking the course. The **Department Chair** and the **Dean** must sign the form before returning the form to the Office of the Registrar.

2. Allow two weeks processing time.

3. Transfer credits will not be accepted from any accredited institution when the equivalent course is being offered online or on campus by Marist College during the same semester.

4. Transfer credits will not be accepted from any accredited institution when the indicated course will be used to meet a requirement (e.g. Core requirement) that can be met by a course that is being offered online or on campus by Marist College during the same semester.

5. Transfer credits will not be accepted from two year accredited institutions after a student’s total credits equal 70.

6. Transfer credits will not be accepted from any other accredited institution after a student’s total credits equal 90.

7. Grades for courses taken elsewhere will not be included in the computation of a student’s Marist grade point average.

8. Only courses in which a C or better has been obtained may be transferred to meet major, related field, and Core requirements. Credit for C- grades may be awarded on the elective credit category only.

9. You must forward an OFFICIAL TRANSCRIPT from the visiting accredited institution to the Registrar’s Office after completion of course(s).

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**Student notes:**

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**Chair/Dean notes:**

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