



## TRANSFER COURSES WHILE A MOLLOY STUDENT

The necessary forms for requesting permission to take courses off campus may be obtained in the Registrar's Office. Permission is required **before enrollment** at the other school. Use one form per class.

Student procedure:

1. Fill out the first part of the form.
2. Bring the form to Office of Admissions in Wilbur 226. Admissions will determine the Molloy course equivalency of the transfer credit. An Admissions Counselor will sign it.
3. Obtain the signature of the Molloy department chairperson for the course.
4. Sign the form.
5. Obtain the signature from your academic advisor.
6. Obtain the signature from the department chairperson of your major.
7. Obtain signature for Assoc. Dean Academic Services, Room 119 Kellenberg Hall.
8. Bring form to Office of Registrar in Wilbur 235.

The College grants permission for students to enroll in courses and transfer credits from other institutions, when:

- A required course for graduation is not planned to be offered at Molloy.
- The course is not offered at Molloy and it is necessary for a student to take it at that time for progression.
- The combined course load at Molloy and off-campus does not exceed 18 credit hours per semester.
- For summer or intersession courses, the maximum credit load at other institutions does not exceed the limitations described in Molloy College's Summer Sessions policy.
- The course is not part of the last 30 credits toward graduation.
- Transfer credit totals do not exceed the totals defined in Molloy's transfer policies.
- **Students may not repeat courses for credit or a better grade at other institutions. All courses that must be repeated must be retaken at Molloy.**

Grading considerations involving off-campus courses:

- Credit will only be accepted for courses in which a grade of "C" or better is achieved. A grade higher than "C" may be required by the student's major department or program of study at Molloy for the transfer coursework to be accepted by Molloy.
- A grade of "P" is also acceptable under the same rules that govern that grade at Molloy, as long as the grade is designated as equivalent to a grade of "C".
- Molloy's transfer policy caps the number of transfer credits at 64 from a two-year college, previously accepted transfer work may need to be reduced to accept additional credits.
- Transcripts arriving after degree award dates for candidates for graduation may necessitate deferring the degree award date to the next available award date.