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 is 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 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):

<table>
<thead>
<tr>
<th>COURSE#:</th>
<th>TITLE:</th>
<th>CR#:</th>
<th>MOLLOY COURSE # EQUIV.:</th>
<th>CR#:</th>
<th>ADMISSIONS' SIGNATURE:</th>
</tr>
</thead>
</table>

Total Credits Earned: __________ Expected Graduation Date: □ May 20 □ Aug 20 □ Jan 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:

□ 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. Indicate type of requirement being met - major, related, minor, general education: ____________________________

□ Course or its equivalent is not offered at Molloy in the term requested, nor is it planned in tentative offerings, and it is necessary for progression requirements, during 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: ____________________________ DATE ____________________________

MAJOR ADVISOR'S SIGNATURE ____________________________ DATE ____________________________

MAJOR CHAIRPERSON'S SIGNATURE ____________________________ DATE ____________________________

□ This student has Academic Affairs approval. Notes: ____________________________ DATE ____________________________

ASSOCIATE DEAN/ACADEMIC SUPPORT SIGNATURE ____________________________ DATE ____________________________

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

REGISTRAR'S SIGNATURE ____________________________ DATE ____________________________

1. Transfer credit will be granted in accordance with the Transfer Policy set forth in the Molloy College 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.

2. 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.

3. The last 30 semester hours of a Molloy student's program must be completed at Molloy.

4. Upon completion of the course, the student is responsible for having an official transcript sent to the Office of the Registrar.

5. Graduate students do not need permission to take undergraduate-level courses at other institutions.