



# Permission to Study at Another Institution

When complete (signed by student's adviser and Academic Dean), return to:

Registrar's Office  
121A White Hall, 1600 Burrstone Road; Utica, New York 13502  
Phone: (315) 792-3393

After consulting with your adviser and Dean, you may be granted permission to take courses at another institution and apply them to your degree program at Utica College. This form is used to insure that the courses you wish to take are acceptable for transfer. If you plan to take courses at another institution, you should be aware of the following:

- ✓ Courses taken at another institution and accepted for credit at Utica College will be transferred in as "hours passed". Letter grades and grade points will not be recorded.
- ✓ Your last 30 credit hours granted toward your Utica College degree must be earned at Utica College. If you are in your last 30 credit hours and wish to take a class at another institution, you must file a petition to waive the residency requirement with the Office of Student Success.
- ✓ Courses will be accepted under the following conditions:
  1. A grade of C or better must be earned.
  2. Courses must be taken at a regionally-accredited college or university.
  3. Courses must be applicable to your degree program at Utica College.
- ✓ Credit will be added to your record upon receipt of an official transcript from the college you attended.

Today's Date: \_\_\_\_\_  
Student's Name: \_\_\_\_\_

UC ID#: \_\_\_\_\_  
Hours completed at end of current semester: \_\_\_\_\_

Major: \_\_\_\_\_

I request permission to take courses at an institution other than Utica College during the term year: \_\_\_\_\_  
For the following reasons: \_\_\_\_\_

Name of the college at which courses will be taken: \_\_\_\_\_

Courses Planned (attach course descriptions):

Title	Credit Hours	UC Equivalent	UC Credit Hours

Signatures: I have reviewed this plan with the student and find these courses acceptable to meet college requirements as listed above.

\_\_\_\_\_  
Student's Adviser                      Dean of School                      College Registrar

**DO NOT WRITE BELOW THIS LINE**

The following courses from (College/University) \_\_\_\_\_ have been added to the above-named student's record:

Course Title	Credit
_____	_____
_____	_____
_____	_____

DISTRIBUTION:     Student     Registrar     Academic School Office     Student Financial Services