



**MARIST COLLEGE
OFFICE OF THE REGISTRAR**



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

Student ID #: _____ Phone #: _____
 Major: _____
 Name: _____ Total Credits Earned To Date: _____
 Address: _____ 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:

<u>Course #</u>	<u>Title</u>	<u>Credits</u>
_____	_____	_____

You must attach a course description from the visiting institution.

Marist Equivalent:

<u>Course #</u>	<u>Title</u>	<u>Credits</u>
_____	_____	_____

_____	_____	<input type="checkbox"/> Comments on reverse side.
Student Signature	Date	
_____	_____	<input type="checkbox"/> Comments on reverse side.
Department Chair Signature	Date	
_____	_____	<input type="checkbox"/> Comments on reverse side.
Dean Signature	Date	
_____	_____	
Registrar's Signature	Date	

For Registrar Use Only:

Marist Course Number: _____ Credits Posted: _____
 Visiting Institution Course Number: _____ Initials: _____ Date: _____

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).

Student notes: <hr/> <hr/> <hr/> <hr/>

Chair/Dean notes: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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