

**REQUEST FOR PERMISSION
 TO TAKE COURSES AT
 ANOTHER INSTITUTION**

This form is for undergraduate students only. Please follow the instructions on the reverse side and be sure to read the parameters carefully.

Information about you (to be completed by the student):

Name (please print): _____ Royal I.D. number: _____
 Current University of Scranton college: CAS DHC KSOM PCPS
 Current class: freshman sophomore junior senior
 Current major(s): _____ Current minor(s): _____
 Cumulative GPA to date: _____ University of Scranton email address: _____
 Are you on academic or disciplinary probation? No Yes Specify: _____
 Are you currently seeking or on a leave of absence? No Yes
 Number of credits that you will have completed before you take the requested courses: _____

Name of the institution at which you would like to take courses: _____
 Location: _____

Term during which you would like to take the course(s):
 Summer Fall Intersession Spring Year: 2 _ _ _

Courses that you are seeking permission to take and apply to your current program of study:

Course Prefix and Number	Number of credits	Page number of catalog description	Is this a web or telecourse? <input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent Course at the University of Scranton	Curricular area to which this will apply (e.g., major, cognate)	Is this a repeat of a U of S course? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Detailed justification for request:

I attest that by signing this form I have read, understand, and agree to the parameters outlined on the reverse side of this form.

 (Student's Signature) (Date)

Recommendation of Department Chair housing the equivalent U of S Course: _____

Approval/Dean of the Course _____

Approval/Dean of the Student's College: _____

Comments:

Instructions to students for completing this permission form:

1. Read the below parameters carefully.
2. Complete the front side of the request form.
3. Attach a copy of the course descriptions from the institution that you plan to attend.
4. After you secure the approval signatures of the department chair and dean of the course, submit the request form with the attached course descriptions to your dean's office for your dean's approval. If permission is granted by your dean, the form will be forwarded to the Registrar's Office.
5. Two or three days after you submit your form to your dean, go to the Registrar's Office (301 St. Thomas Hall) to pick up a permission letter addressed to the institution where you plan to take the courses. Most institutions will require this permission letter at the time that you seek to register with them.

Parameters governing permission for undergraduate students to transfer credits from other institutions once matriculating at the University of Scranton

- Students must be in good academic and disciplinary standing to be granted permission to take courses at another institution. If grades at the end of the current semester or term put the student on academic probation in their major or college, this permission is revoked. If students are placed on disciplinary probation subsequent to this permission being granted, permission is likewise revoked.
- Students can transfer in a maximum of 10% of the total credits in their program. (Students who had transferred to the University of Scranton from other institutions will be limited to a maximum of 10% of the total credits remaining in their program from the initial point of University of Scranton matriculation.) All students must complete at least 63 credits at the University of Scranton, including the last 30 credits, to receive a baccalaureate degree.
- University of Scranton students who have completed their sophomore year (60 credits) may take courses only at other four-year, regionally accredited institutions. Those who have not completed their sophomore year may be approved for courses at two-year or four-year regionally accredited institutions.
- Students must secure the permission of their dean to take courses at another institution prior to taking those courses. The pre-permission is valid only if the student continues in the same program of study subsequent to completing the course at the other institution. If the student changes her/his program of study, the transfer courses would have to be reevaluated for applicability to that new program of study.
- Students may not ordinarily take a course at another institution if they have failed the same course at the University of Scranton. However, exceptions to this policy can be made by the student's dean. If the student is repeating a course, the student should check the appropriate box on the front of this form. Students may get credit for a course only once, regardless of where completed, toward degree requirements, with the exception of some special topics courses if approved.
- Courses with grades **below C** (i.e., C-, D+, D, F, etc.) taken at other institutions are not transferable to the University of Scranton. No grades from other institutions are computed into the student's grade point average, with the exception of those completed under the University of Scranton/Marywood University cross-registration agreement.
- It is the students' responsibility to follow the admission and registration procedures at the other institution.
- Upon completion of the course or courses for which the student was granted permission at the other institution, the student must request that the school send an official transcript to:

Office of the Registrar
The University of Scranton
Scranton, PA 18510