

PERMISSION TO TAKE COURSES AT ANOTHER COLLEGE FOR CREDIT AT NEW YORK INSTITUTE OF TECHNOLOGY

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Student Information

Student ID

Last name

First name

Academic program

Instructions

1. To ensure the class is applicable to the degree program students should identify course and school, obtain course description, review and sign the form, and obtain signatures of the program advisor and the department chairperson responsible for the course or their designee.
2. Submit the form to the Office of the Registrar for final approval.

Rules Governing Permission to Take Courses at Another College

1. Matriculated students in good academic standing who wish to take an equivalent New York Tech course at an accredited college must submit this form prior to taking courses at another institution.
2. Students with 70 credits (including transfer credits and credits in progress) must take transfer courses at a 4-year college. Students with less than 70 credits may take transfer courses at a 2- or 4-year college.
3. A department chairperson will verify that the course satisfies the student's academic program requirement and confirm that the transfer course credit is equal to or greater than the New York Tech course credit. Attach a course description of the transfer course. Courses will be approved only when they are not available at New York Tech during a specific semester.
4. A grade of C- or better for undergraduate students or B or better for graduate students is required to receive New York Tech credit although some academic programs may require a higher grade. See program requirements in the New York Tech catalog.
5. Transfer courses do not count toward the New York Tech residence requirement for graduation. See graduation requirements in the catalog.
6. When the course is completed, the student must send an official transcript to the Office of the Registrar.
7. To have Study Abroad/Exchange Program courses transfer to New York Tech, students must consult the Office of Global Engagement prior to going abroad.
8. Students planning to utilize financial aid while taking a course at another college should visit the Office of Financial Aid site for details. View Financial Aid for Consortium Agreement at http://www.nyit.edu/financial_aid/consumer_information.
9. View transfer credit fee for approved courses taken at another college at <http://www.nyit.edu/bursar/tuition>.

1. To Be Completed by Student

I have read and understand the Rules Governing Permission to Take Courses at Another College. I attached course description of the transfer course. I am aware that I will be charged the transfer credit fee (<http://www.nyit.edu/bursar/tuition>) upon transfer of credits to New York Tech.

Student's signature _____ Today's date _____

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2. To Be Completed by the Program Advisor

Course may be approved only when it is not available at New York Tech during this semester.

I have checked student's cumulative credits and cumulative GPA and confirm that the student is in good academic standing and matriculated in an academic program. See *Good Academic Standing table*.

| Good Academic Standing | |
|---|------------------------------------|
| <i>Undergraduate</i> Min cum GPA 2.0 | <i>Graduate</i> Min cum GPA 3.0 |

I have read the course description or syllabus of the transfer course. This course is required in student's academic program. I confirm that the transfer course credit is equal to or greater than the New York Tech course credit. Student has permission to take a course(s) at:

College name _____

| Transfer Course | | | | New York Tech Course | | | |
|-----------------------------|--------|-------|---------|----------------------|--------|-------|---------|
| Start/End Dates or Semester | Course | Title | Credits | Semester | Course | Title | Credits |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Print Advisor's Name _____ Advisor's Signature _____ Today's Date _____

3. To Be Completed by the Department Chairperson Responsible for the Course

Course may be approved only when it is not available at New York Tech during this semester.

I approve the above course(s) to be taken at another college.

Print chairperson's name _____ Chairperson's signature _____ Today's date _____

Office Use Only

Student has permission to take the above course(s) at another college.

Print registrar's name _____ Registrar's signature _____ Today's date _____