

PERMISSION TO TAKE A COURSE AT ANOTHER INSTITUTION

Western Connecticut State University

In requesting permission to take a course at another college or university, I recognize that to be transferable my grade must be a "C" or better. I further understand the grade received will NOT be incorporated into my quality point average (GPA), but will appear on my record as transfer credit (T). When requesting approval, it is my responsibility to provide a catalog description of the course to the appropriate Dean of the school of my major, and to be certain that an official transcript is sent to the Registrar's Office at Western.

Student _____ Date: _____

Address _____

Telephone _____ E-mail _____

Major _____ Class _____ ID# _____

I request permission to take the following course:

Dept. Course No. Title Credits

at _____
Name of College/University Location

during year _____ (check one) FALL _____ SPRING _____ SUMMER _____

to fulfill (check one)
_____ General Education Requirement
_____ Business Major Core Requirement
_____ Major Requirement
_____ Free Elective

Name and number of equivalent course at WCSU (if applicable):

Dept. Course No. Title Credits

DEPT. Chairperson (of student's major)
_____ Approve
_____ Disapprove
Signature Date

DEPT Chairperson (academic area equivalent to course being transferred)
_____ Approve
_____ Disapprove
Signature Date

ACADEMIC DEAN (School Dean of student's major)
_____ Approve
_____ Disapprove
Signature Date

THIS FORM MUST BE FILLED OUT COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED.

Original - Registrar's Office

Copy - Student

Received and processed by Registrar's Office

Signature

Date