MarymountManhattan
a college of the liberal arts

Permission to Take Courses at Another Institution Form

Instructions:

- Bring the course description to the faculty member(s) whose signature(s) is/are required. Please indicate whether or not the course will be administered in the classroom or online.
- Leave one form with the Center for Student Services and bring one form to the institution you are visiting.
- It is your responsibility to have an official transcript of your grades sent to the Center for Student Services at Marymount Manhattan College when you have completed your course(s).

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Social Security Number

Last Name

First Name MI

Indicate semester and year you will be attending:

☐ Fall _____ ☐ January _____ ☐ Spring _____ ☐ Summer _____

Term Dates: _____ through _____

Indicate the institution you will be attending:
(For **Study Abroad** Program, please indicate country)

_____

Permission to take the below listed courses:
This student is currently enrolled at Marymount Manhattan College and has achieved a GPA of 2.0 or higher.

Faculty Advisor: _____ **Signature:** _____
and/or
Dean of Advisement and Retention: _____

To be completed by the Student I intend on taking the following course(s) at the above institution:					**To be completed by MMC Faculty**	
Dept.	**Course #**	**Course Title**	**Is this an online course?**	**Creds.**	**Equivalent/Substitution**	**Divisional Approval**