



THE UNIVERSITY OF  
**SCRANTON**  
A JESUIT UNIVERSITY

Office of the Registrar  
Scranton, Pennsylvania 18510-4684  
(570) 941-7720 FAX (570) 941-4148

## REQUEST FOR PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION

[FOR UNDERGRADUATE STUDENTS ONLY]  
[Do not use for Study Abroad Program]

Instructions to students: This form is 2 pages.

1. Complete 1 form for each course. You may submit multiple forms per term. A flat fee (per catalog) will be assessed once per term regardless of the number of forms submitted or courses completed.
2. Attach a copy of the course description from the institution you plan to attend.
3. Obtain the permission of the University of Scranton department chair and dean of the course on this form, and then submit to your dean's office.

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.
- 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.
- If a course meets all conditions of transfer, a course with the same credit-hour value as a comparable Scranton course is accepted at that credit-hour value. However, a transferable course with a higher credit-hour value than the comparable Scranton course is accepted at the Scranton course credit-hour value. Quarter-hour courses may be combined to meet this standard if comparable to University of Scranton courses, if applicable to the student's program of study, and if a grade of C (2.0 in 4.0 grading system) or higher has been earned in each course. A two-credit-hour course which is comparable to a three or higher credit-hour University course is not acceptable for credit.
- 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. Grades of Satisfactory and Pass are only transferable if the other institution's catalog specifically states those grades are equivalent to a C or better.
- It is the students' responsibility to follow the admission and registration procedures at the other institution. If the visited institution requires a letter of permission rather than a copy of this form, contact the Registrar's Office at the University of Scranton (email: registrar@scranton.edu).
- Upon completion of the course or courses for which the student was granted permission at the other institution, the student must request that that school send an official transcript to: Office of the Registrar, The University of Scranton, Scranton, PA 18510.

I attest that by signing this form, I have read, understand and agree to the parameters outlined above.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

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S To be completed by student:  
 T Student Name (please print): \_\_\_\_\_  
 U Royal ID: R \_\_\_\_\_  
 D University of Scranton email: \_\_\_\_\_@scranton.edu  
 E Home mailing address \_\_\_\_\_  
 N \_\_\_\_\_  
 T Current University of Scranton college:  CAS  PCPS  KSOM  
 Current class:  Freshman  Sophomore  Junior  Senior  
 I Current major(s): \_\_\_\_\_  
 N Current minors and concentrations: \_\_\_\_\_  
 F Cumulative GPA to date: \_\_\_\_\_  
 O Are you on academic or disciplinary probation?  No  Yes  
 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 course: \_\_\_\_\_

C To be completed by student:  
 O Name of institution at which you would like to take the course: \_\_\_\_\_  
 U Location: \_\_\_\_\_  
 R \_\_\_\_\_  
 S Term you intend to take the course:  Summer  Fall  Intersession  Spring Year: 20\_\_ \_\_  
 E  
 I Justification for request: \_\_\_\_\_  
 N \_\_\_\_\_  
 F  Check here to verify that you have attached the course description from the school you wish to visit.  
 O

Course Prefix And Number	# of Credits	Web or Telecourse?	Equivalent Course At U of Scranton	# of Credits	Apply to Specified Curricular Area (major, cognate, etc.)	Is this a repeat of a Scranton course
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ (Student's Signature)			_____ (Date)			

A Recommendation of  
 P Department Chair housing  
 P equivalent Scranton course: \_\_\_\_\_ (Chair's Signature) \_\_\_\_\_ (Date)  Recommended  Not recommended  
 R Chair's comments: \_\_\_\_\_  
 O  
 V Dean of the Course: \_\_\_\_\_ (Signature of Dean of Course) \_\_\_\_\_ (Date)  Approved  Not Approved  
 A Course Dean's comments: \_\_\_\_\_  
 L  
 S Dean of the Student's College: \_\_\_\_\_ (Signature of Dean of Student's College) \_\_\_\_\_ (Date)  Approved  Not Approved  
 Student's Dean's comments: \_\_\_\_\_

Student's dean verified that student's total transfer credit would not exceed 10% policy  
 Student's dean verified that student is in good standing

Note to visited school: Signature and approval of *Dean of the Student's College* at the University of Scranton indicates that the student has permission to take the course and apply it to the specified curricular area as long as all conditions of transfer are met and the student's program of study has not changed.