

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

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## Instructions

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1. Students must read the Rules below and sign.
2. Students must ensure the transfer course is applicable to their degree program and the college is accredited.
3. Students must obtain and attach a course description to this form and ensure the description includes course credits.
4. Students must obtain signatures of the program advisor and department chairperson (or designee) responsible for the course.
5. Students must submit the form and the course description to the Office of the Registrar for final approval **prior to taking courses at another college**. Students will be notified about the approval.

## To Be Completed by Student

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Student ID	Last name	First name
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Academic program

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## 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. Undergraduate 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. Courses will be approved only when they are not available at New York Tech during a specific term. Attach a course description of the transfer course. A program advisor 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.
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. A transcript is official when it is sent directly by the college where the student took the course. Colleges should send electronic transcripts to [registrar@nyit.edu](mailto:registrar@nyit.edu) or mail to New York Institute of Technology, Office of the Registrar, P.O. Box 8000, Northern Boulevard, Old Westbury, NY 11568.
7. To transfer study abroad courses to New York Tech, students must consult with the academic department prior to going abroad. Read [more information](#).
8. Students planning to utilize financial aid while taking a course at another college should visit the Office of Financial Aid for [Consortium Agreement](#).
9. View transfer credit fee for approved [undergraduate](#) or [graduate](#) courses taken at another college.

I have read and understand the Rules Governing Permission to Take Courses at Another College. I attached a course description of the transfer course. I am aware that I will be charged the transfer credit fee, [undergraduate](#) or [graduate](#), upon transfer of credits to New York Tech.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

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## Student Information

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Student ID	Last name	First name
Academic program		

## To Be Completed by the Program Advisor

1. I confirm that the course is not available at New York Tech during the term below.
2. I have checked student's cumulative credits and cumulative GPA and confirm that the student is in good academic standing (undergraduate cum GPA is 2.0 or better or graduate cum GPA is 3.0 or better) and matriculated in an academic program.
3. I have read the course description or syllabus of the transfer course. This course is required in student's academic program.
4. I confirm that the transfer course credit is equal to or greater than the New York Tech course credit.
5. Student has permission to take the course(s):

		Transfer Course	New York Tech Course
Course #1	Term or Start/End Date		
	Course		
	Course Title		
	Credits		
Course #2	Term or Start/End Date		
	Course		
	Course Title		
	Credits		
Course #3	Term or Start/End Date		
	Course		
	Course Title		
	Credits		

*Use an additional sheet of paper to list more courses.*

College name \_\_\_\_\_

Print advisor's name \_\_\_\_\_ Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

## To Be Completed by the Department Chairperson/Designee Responsible for the Course

1. I confirm that the course is not available at New York Tech during the term above.
2. I approve the above course(s) to be taken at another college.

Print chairperson's name \_\_\_\_\_ Chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_

## To Be Completed by the Office of the Registrar

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

Print registrar's name \_\_\_\_\_ Registrar's signature \_\_\_\_\_ Date \_\_\_\_\_