

PERMISSION TO TAKE OFF-CAMPUS COURSES FOR CREDIT



St. Joseph's College
NEW YORK

Suffolk Campus
155 West Roe Boulevard
Patchogue, New York 11772

Brooklyn Campus
245 Clinton Avenue
Brooklyn, New York 11205

FOR THE FOLLOWING SEMESTER _____

ORDINARILY, PERMISSION WILL NOT BE GRANTED TO TAKE COURSES FOR CREDIT AT OTHER COLLEGES.

1. Permission **MUST** be obtained, and this form filed with the Registrar, before any student registers for a course at another college.
2. It is your responsibility, as a student, to have an official transcript sent to the appropriate registrar's office at completion of your off campus course.
3. In instances in which courses required for graduation will not be given within a calendar year, students may request permission to take courses elsewhere.
4. No one at the Junior or Senior level may take courses at Junior Colleges or Community colleges.

ID NUMBER / SS # _____ **DATE** _____

NAME: _____
(Last) (First) (Middle)

PRESENT CLASSIFICATION: Freshman Sophomore Junior Senior

MAJOR: _____ **AREA:** _____

Explain the reason for this request _____

Credits completed in other colleges up to now _____

COLLEGE	COURSE TITLE	CAT. #	CREDITS	CHAIRPERSON SIGNATURE

ALTERNATES: _____

I understand that in order to be eligible for a degree with honors at graduation, I must have completed 60 credits at St. Joseph's College.

PERMISSION

GRANTED: _____
Office of the Academic Dean Date

Signature of Applicant Date