COLLEGE OF MOUNT SAINT VINCENT

APPROVAL FOR A COURSE AT ANOTHER INSTITUTION

For College of Mount Saint Vincent students seeking approval to use a course from another institution to satisfy requirements or pre-requisites of their CMSV program*

- No grade below C is accepted.
- A grade of B or better is required in Science courses leading to the Nursing Program

Complete this form legibly, secure the required signatures/approvals, and submit copies as required below.

Check One:  Traditional Undergraduate: _____  Adult Undergraduate: _____

Name of Student_________________________________________ I.D. #____________________

Anticipated Graduation Date: ___________________________ Number of Completed Credits: _____________

Name of Institution Offering Course ________________________________

Institution Course Number and Title____________________________________________________

Course will be taken: Semester: ______________ Year: ________

Replaces MSV Course #_______ Title____________________________________________________

REASON: _____________________________________________________________________________

___________________________________________________________________________________

REQUIRED SIGNATURES:

1. Student:_________________________________________ Date:____________________

2. Faculty Advisor:____________________________________ Date:____________________

3. Sponsoring Department Chairperson for Core and Integrated Area, Department Major Chair
   (If course is for major or Elective)
   __________________________________________________________ Date:____________________

4. Assistant Dean Academic Advisement (undergraduates) or Dean of SPGS (adults):
   __________________________________________________________ Date:____________________

This form may also be required by the other institution to show CMSV’s approval of your visiting status. If requested by the institution, it is the student’s responsibility to forward this completed form. Grades are not included in cumulative Index. Upon completion of the course, it is the responsibility of the student to have an official transcript sent to the MSV Registrar’s Office. Please return this completed form to the Office of the Registrar located – FOUNDERS HALL 223

*Students should consult with the MSV College Catalog for the College’s Policy on Residency Requirements. The Policy states that a maximum of four courses taken at another accredited institution may be used to satisfy degree requirements after a student has enrolled at the College of Mount Saint Vincent. A maximum of two courses may be taken to satisfy the major requirements and a maximum of two courses may be taken to satisfy core requirements. Further details regarding specific course work in Core and Major are outlined in the actual Policy.

Copies To: Student, Advisor and Assistant Dean Academic Advisement or Dean of SPGS

Revised: 05/07/2015 Registrar