

# 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 C+ 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. **Associate Dean for Academic Advisement** (undergraduates) or **Dean of SPGS** (graduate students):

\_\_\_\_\_ 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 Associate Dean for Academic Advisement or Dean of SPGS**

Revised: 03/06/2018 Registrar