

UNDERGRADUATE PERMIT TO STUDY AT ANOTHER U.S. INSTITUTION

Note: Students applying to study at an Institution outside the U.S. should use the "Permit to Study Abroad" form.

Name: Last	First	Middle	AU ID
Home Address		Phone	
College / School	Major	Email	

College or University: _____ Semester: _____				
Address: _____				
COURSE NUMBER AND TITLE	AU EQUIVALENT COURSE #	CREDIT HOURS	MAJOR/ MINOR/ ELECTIVE	APPROVAL

Regulations Governing Transfer Credits

As a matriculated student at AU, I understand that I may transfer up to a total of 10 credits from U.S. institutions accredited for granting bachelor's or higher degrees.

1. Approval is granted for specific courses to undergraduate degree students in good standing and eligible to return to American University. The course number, title, and description of course content are necessary when the student seeks approval from her/his major department and dean's office.
2. Transfer credit is accepted only when the student has secured approval in advance.
3. Transfer credit is not given for courses similar in content to those already completed.
4. Transfer credit is applicable toward the requirements of the major or minor only with specific departmental approval.
5. If a course to be transferred is outside the area of the student's major, the chair of the teaching unit which would offer credit for such a course at American University must also approve the permit by signing in the appropriate space on this form.
6. Grades for transfer courses are not recorded on the American University permanent record, and they are not computed in the student's grade point average.
7. Transfer courses taken at another U.S. Institution are not considered AU credit in residence. The residency requirement is 45 of the last 60 semester hours must be completed at AU.
8. Transfer credit from a Permit to Study is accepted for courses with earned grades of C or better; application of these credits toward fulfilling major, minor, or University Requirements follows the grade requirement published in the AU Catalog.
9. Once final grades have been posted at the other U.S. institution, students should request that an official transcript be forwarded to the Office of the Registrar, Student Record Services in a sealed envelope. Documentation provided must clearly identify course level as undergraduate work.

I understand and agree to the above conditions: Student (Please Print)	Student's Signature	Date
Academic Advisor's (Please Print)	Academic Advisor's Signature	Date
Departmental Approval (Please Print)	Departmental Approval Signature	Date
Dean from student's primary school/college (Please Print)	Dean's Signature (from student's primary school/college)	Date