REQUEST FOR AUTHORIZATION TO TAKE COURSES AT A NON-PITT INSTITUTION

(ALL INFORMATION IS REQUIRED)

Term _____ **Major** _____

Name _____ **Student ID** _____ **Campus Mailbox** _____

Home Address _____

Address *City* *State* *Zip*

Home Phone _____ **Other Phone** _____ **Pitt E-mail** _____

Student Signature _____ **Date** _____

Name of Non-Pitt Institution _____

A maximum of 2 summer or special sessions may be taken at other institutions, with a maximum of 2 courses a session

1.

_____ _____ _____

Course Subject & Number *Course Title* *Credits*

_____ _____ _____

Pitt Course Subject & Number *Pitt Course Title* *Credits*

Division Chair Signature _____ **Date** _____

☐ Dept Approved - to satisfy requirement ☐ Major ☐ Minor ☐ General Education ☐ Free Elective

☐ Dept Denied - Reason _____

2.

_____ _____ _____

Course Subject & Number *Course Title* *Credits*

_____ _____ _____

Pitt Course Subject & Number *Pitt Course Title* *Credits*

Division Chair Signature _____ **Date** _____

☐ Dept Approved - to satisfy requirement ☐ Major ☐ Minor ☐ General Education ☐ Free Elective

☐ Dept Denied - Reason _____

IMPORTANT INFORMATION

-To obtain permission to attend another university, students must have begun their program in the University of Pittsburgh system or must have been enrolled as a transfer student with not more than 30 advanced standing credits.

- Completed request forms must be returned to the Office of the Registrar prior to enrolling in the course. Approved/Denied requests will receive notification via campus e-mail.

- Division Chair Signature does not guarantee that the request will be approved. Requests must meet the Transfer Credit Policies listed on page two of this request form.

- Students who will have 60 or more earned credits at the end of the current term are *not* eligible to take courses at a 2-year school, unless approved by the Registrar.

- Students may not repeat coursework outside the University of Pittsburgh system.

FOR OFFICE USE ONLY:

Registrar Signature _____ **Date** _____

Pitt Credits _____ Transfer Credits _____ Term Credits _____ Total Credits _____ GPA _____

University of Pittsburgh at Johnstown

Credit Transfer Policy for Current Pitt Students

- Students must be in good academic standing to attend a summer or special session at another university in order to supplement their programs. **If you have been suspended or dismissed for the time period the courses were approved, you will NOT receive credit for any of these approved courses or for any other course taken anywhere during the suspension or dismissal period.**
- To obtain permission to attend another university, students must have begun their program in the University of Pittsburgh system or must have been enrolled as a transfer student with no more than 30 advanced-standing or transfer credits.
- Course must be offered by an accredited institution.
- Students who have earned 60 or more credits **at the end of the current term** are not permitted to take courses in 2-year schools, unless approved by the Registrar.
- Course must be different from any course taken previously. Students may not repeat coursework outside of the University of Pittsburgh system.
- Courses with a grade of "C-" or lower are not eligible for transfer
- Grades from another institution do not affect your local GPA
- Lower level courses at another institution do not fulfill upper level requirements at Pitt-Johnstown
- Credits attempted at an institution other than the University of Pittsburgh at Johnstown while a student is enrolled simultaneously at the University of Pittsburgh at Johnstown will not be transferable unless prior approval is obtained.
- A maximum of 2 summer or special sessions may be taken at other institutions, with a maximum of 2 courses a session (it is assumed that 30 credits in residence will be earned between the 2 sessions, and normally, another 30 credits in residence after returning from the last session).

Steps to finding a course equivalent at another institution:

1. Visit www.pitt-johnstown.pitt.edu/registrar (Transfer Credit Guidelines > Transfer Credit Equivalences)
2. Select 2-year or 4-year school to find the appropriate class listing
   - If the chosen course appears to be transferrable, print the page and attach it with this form.
   - If the chosen course does not appear to be transferrable, visit the school's website to find a course description. Then, print the description and attach it to this form.

Questions regarding the evaluation of coursework completed at other institutions should be directed to Lisa Hunter, 279 Blackington Hall or (814) 269-7060.

SUBMIT COMPLETED FORM TO THE OFFICE OF THE REGISTRAR, 279 BLACKINGTON HALL

Incomplete forms will not be accepted