



GRADUATE PERMIT TO STUDY AT ANOTHER U.S. INSTITUTION

NAME (Please Print) Last	First	Middle	STUDENT NUMBER
HOME ADDRESS (Street, City, State, ZIP)			HOME PHONE ()
COLLEGE / SCHOOL	MAJOR	EMAIL	

THE ABOVE GRADUATE STUDENT IS IN GOOD STANDING AND ELIGIBLE TO RETURN TO AMERICAN UNIVERSITY.
SHE/HE HAS PERMISSION TO TAKE THE FOLLOWING COURSES IN: FALL SPRING SUMMER 20 AT:

(College or University)	(Address)
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COURSE NUMBER AND TITLE	AU EQUIVALENT COURSE #	CREDIT HOURS	APPROVAL

Regulations Governing Transfer Credits

1. Transfer credit is accepted only when the student has secured approval in advance.
2. Approval is granted for *specific* courses. 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.
3. A maximum of 6 credit hours of graduate credit may be accepted as transfer credit from another institution.
4. Graduate students on a Permit to Study for the Fall or Spring terms must maintain matriculation by registering for at least one graduate credit hour.
5. In no case may graduate credit be given for course work designated as undergraduate by the offering institution.
6. Both master's and doctoral degrees require a minimum of 18 semester credit hours of in residence graduate coursework while enrolled in a degree program, exclusive of XXX-797, XXX-898, or XXX-899.
7. Transfer credit from a Permit to Study is accepted for courses with earned grades of B or better.
8. 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.
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 graduate work.

- I understand and agree to the above conditions.
- I affirm that I will update the Office of the University Registrar at American University if my enrollment status changes while I am registered at the visiting institution.

Student Signature
Date

Academic Adviser (Please Print)	Academic Adviser's Signature	Date
Department Chair (Please Print)	Department Chair's Signature	Date
Dean or Dean's Designee (Please Print)	Dean's or Dean's Designee Signature	Date