

Current Montgomery College students who choose to take courses at other institutions should obtain prior recommendation from their counselor/advisor and the approval of the campus registrar or designee. Without prior approval, MC has no obligation to accept transfer credits. No more than 45 of the minimum 60 hours required for the associate's degree may be earned outside of MC or 70% of the required credit hours for certificates. Attach a copy of the course description(s) for the fastest process. **Note: F1 students must contact the Office of International Students Coordinators if enrolling less than full-time at MC.**

Name _____ Student ID M- _____ Program of Study/Curriculum Code _____

Institution where coursework will be completed _____ in the State of _____

Semester and year coursework will be completed _____

Requested Courses at Above Institution							Office of Admissions & Records Use Only
Semester	Year	Course Department	Course Number	Course Title	Credits	MC Equivalent	
							<input type="checkbox"/> Approved for Transfer to MC <input type="checkbox"/> Not Approved for Transfer
							<input type="checkbox"/> Approved for Transfer to MC <input type="checkbox"/> Not Approved for Transfer
							<input type="checkbox"/> Approved for Transfer to MC <input type="checkbox"/> Not Approved for Transfer
							<input type="checkbox"/> Approved for Transfer to MC <input type="checkbox"/> Not Approved for Transfer
							<input type="checkbox"/> Approved for Transfer to MC <input type="checkbox"/> Not Approved for Transfer
							<input type="checkbox"/> Approved for Transfer to MC <input type="checkbox"/> Not Approved for Transfer

I understand the conditions under which this permission is granted.

I recommend the enrollment of this student in the above listed courses.

Student Signature Date

Counselor/Advisor Signature Date

I approve the transfer of the above listed course(s) upon successful completion.

Campus Registrar Signature or Designee Date

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ES 06/15/20