



Caldwell College
Office of the Registrar
120 Bloomfield Avenue
Caldwell, New Jersey 07006-6195
973-618-3000
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registrar@caldwell.edu

APPROVAL FOR A COURSE AT ANOTHER INSTITUTION

For Caldwell College students seeking approval to use a course from another institution to satisfy requirements or pre-requisites of their Caldwell College program. No grade below C is accepted. Your last 30 credits must be taken at Caldwell College to satisfy undergraduate requirements.

Complete this form legibly, secure the required approvals, and submit copies as required below.

Check One: Traditional Undergraduate___ Adult Undergraduate___ Graduate Student___

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 Caldwell College Course Number
_____, Title_____

REASON: _____

Signatures:

Advisor or Graduate Program Coordinator (**All**)_____ Date_____

Choose one: (**Traditional Students**): Core Dept. Chair (if course is used in the core), Major Chair (if course is used in the Major), Sponsoring Dept. Chair (if course is used as an Elective)

_____ Date:_____

Assistant Academic Dean (**Traditional Undergraduates**)_____ Date_____

Dean (**Adult Undergraduates and Graduate Students**)_____ Date_____

This form may also be required by the other institution to show Caldwell College's approval of your visiting status. If requested by the institution, it is **the student's responsibility** to forward this completed form. Upon completion of the course, it is the responsibility of the student to have an official transcript sent to the Caldwell College Registrar's Office.

***Please return this completed form to the Office of the Registrar located on the 1st Floor in Aquinas Hall.**

Copies To: Advisor and Assistant Academic Dean of Academic Affairs (Traditional Undergraduate Students)
Associate Dean of Graduate Studies (Adult Undergraduate and Graduate Students)
Student