

# OFFICE OF STUDENT ASSISTANCE (OSA)

PERMISSION TO ENROLL IN AN UNDERGRADUATE COURSE AT ANOTHER INSTITUTION (CAAI)  
 PLEASE RETURN TO THE OFFICE OF STUDENT ASSISTANCE (OSA)  
 VIA SCAN & EMAIL TO OSA@PACE.EDU. Any questions call 1(877) 672-1830.



STUDENT ID NUMBER \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_

If this is a new address/phone #, please indicate what you would like to be updated on your record  Address  Telephone

STREET ADDRESS/P.O. BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**\*HAVE YOU SUBMITTED A GRADUATION DIPLOMA VERIFICATION FORM [ ] YES [ ] NO**

I understand that in order to take a course at another institution I must fulfill the following requirements (check each box as acknowledgement of each requirement):

- I must be a matriculated undergraduate student in good academic standing (GPA 2.0 or above)
- I must be in good financial standing at the time of application
- I must complete at least 50% of my major and minor requirements at Pace University.
- I must complete a minimum of 25% of the total number credits required for my degree in residency.
- I may not study at another College or University during a term in which I am enrolled at Pace University
- Obtain pre-approval from the College or University in which I am a major and from the department in which the equivalent Pace course is offered. Courses not pre-approved will not be accepted for transfer credit.
- Maximum of 12 credits may be taken at other Colleges/Universities once I have matriculated at Pace (except for Study Abroad & other Pace approved off-campus programs).
- Attend only a regionally accredited 4 year College or University if I have completed 68 or more Pace and transfer credits.
- Earn a grade of "C" or better in order to have course credits transferred to Pace.

Transfer credit cannot be used for recomputation of Pace Grades. All other policies relating to transfer credits, as they appear in the University catalog, remain in effect. Please attach a course description of the course you intend to take at the other institution.

Pace Cum GPA \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Campus \_\_\_\_\_ Total Transfer Credits \_\_\_\_\_ Total Pace Credits \_\_\_\_\_

I request permission to enroll in the course listed below at \_\_\_\_\_ (School).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPROVAL OF THE STUDENT'S COLLEGE/SCHOOL AT PACE

Semester	Department	Course #	Course Title at Other Institution	Credits	2 or 4 year school

This student has permission to enroll at the above institution for the course and semester indicated.

Academic Approval Signature \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

### DEPARTMENTAL COURSE EQUIVALENCY APPROVAL

Department	Subject	Course #	Course Title	Required / INE	Elective	Credits

The course at the other College/University is equivalent to the Pace course in my dept. and may be accepted for transfer credit. See Transfer Credit Equivalency Database for pre-approved courses. <https://appsrv.pace.edu/tceweb/>

Chairperson's Signature \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE OF STUDENT ASSISTANCE VERIFICATION

The above name student is in good academic and financial standing and has approval to register for the course indicated above.

University Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT:** Upon completion of the course, the student must have an **OFFICIAL TRANSCRIPT** from the other College/University forwarded to **Pace University Office of Student Assistance, One Pace Plaza New York, NY 10038**

#### FOR OFFICE USE ONLY:

Good Academic Standing (2.0 or above)  YES  NO Total Pace Credits \_\_\_\_\_ Cum GPA \_\_\_\_\_ Currently Registered  YES  NO  
 Good Financial Standing  YES  NO Total Transfer Credits \_\_\_\_\_ Regionally Accredited  YES  NO

Approved  YES  NO Reason \_\_\_\_\_

\_\_\_\_\_  
OSA Advisor

\_\_\_\_\_  
Date