



Permission to Enroll at Another Institution for Program/Degree Requirements for Graduation

Student's Name: _____ ID#: _____
Last First

Email Address: _____ Major: _____

Permission to Study at (Institution name): _____

PRIOR APPROVAL IS REQUIRED

- ✦ Submission of this form does not guarantee approval.
- ✦ This form must be submitted to the Registrar's Office by the first day of class in the semester in which applied for Graduation after obtaining required signatures.
- ✦ Visited institution must be accredited.
- ✦ Attach catalog course description and/or syllabus from the visited institution.
- ✦ Students **may not** study at visited institution while on academic probation or suspension.
- ✦ Upon course completion, official transcripts from the visited institution **must** be mailed directly to Delgado Community College, 615 City Park Avenue, Office of the Registrar, Graduation Department, New Orleans, LA 70119.
 - An official transcript **must be** received within 5 days after the ceremony in order for credit to be transferred and degree/certificate to be awarded.

COURSE TAKEN AT OTHER INSTITUTION				
Course & Number (i.e. HIST 100)	Course Title	Semester	Year	Number of Credits

Student's reason for this request: _____

Student's Signature: _____ / Date: _____

DCC EQUIVALENT INFORMATION		
Course & Number (i.e. HIST 100)	Course Title	Number of Credits

*Approval for Delgado Equivalency:

Approved by Dean of Course: _____ / _____
Date

PERMISSION TO STUDY:

Student's Advisor: _____ /Date: _____

Student's Major Dean: _____ /Date: _____

Registrar's Office: _____ /Date: _____

Process to Enroll at Another Institution

Currently enrolled students who wish to take a course at another accredited U.S. institution in the semester in which they plan to graduate **must** obtain advance written approval.

- The Permission to Enroll at Another Institution form can be found in the Registrar's Office or online on the Registrar's Office webpage.
- Students must obtain advance approval from the academic advisor, division dean and dean of course, if applicable.
- The form, with all required signatures, must be submitted to the Registrar's Office no later than the first day of class in the semester in which they plan to graduate.
- Catalog description of course to be taken must be submitted with the request for approval.
- A minimum course grade of "C" or better is required.
- Students must be in good standing with a minimum cumulative GPA of 2.00 in their Delgado courses to request permission.
- Courses previously attempted at Delgado (including withdrawals) cannot be taken at another institution.
- Upon course completion, students must submit an official transcript from the visited institution for all course work taken to Delgado Community College Registrar's Office.
- To be certified for graduation, the visited institution's Registrar must submit official email to Delgado Registrar, Maria Cisneros (mccisne@dcc.edu) with final grade if official transcript is not available during the last day of final grade posting at Delgado.

Please Note: Advance Approval is Required!

If the official transcript is not received from the visited institution within 5 days after Delgado graduation ceremony, the application to enroll at another institution for program/degree requirements for graduation will be voided. Student will need to reapply for graduation for the next semester.

Students who enroll without advance approval will not receive transfer credit for course work taken at visited institutions unless they re-apply for admission to Delgado as a returning applicant and meet all admissions deadlines. Transfer credit is awarded based upon course equivalencies in effect at the time of readmission.