

Permission to Attend Another Institution



Return this form to:

Enrollment Services Center

Room 101

P.O. Box 139 | Dryden, NY 13053-0139

Phone: 607.844.8222 Ext. 4336 | FAX: 607.844.6541 | Email: DoaneB@tompkinscortland.edu

Name: _____ Student ID #: _____
Last First MI

Address: _____
Street/Apt #/PO Box City State Zip

Phone No.: _____ TC3 mymail Email address: _____

Degree Program at TC3: _____

College where course(s) will be taken: _____
College Name Address (city, state)

From: _____ to _____
Date Date

Course(s) #, Title and # of credits to be taken	TC3 Equivalent
_____	_____
_____	_____
_____	_____

PLEASE ATTACH A COPY OF THE COURSE DESCRIPTION(S)

I understand that this permission form can be signed only if I have a 2.0 cumulative GPA, I am in good academic standing, the course(s) named above will fulfill a degree requirement at Tompkins Cortland Community College, and the requirement is one that I still need at the time of this application. I also realize that in order for credits to be transferred back to the College, I must complete the course with a C or better grade and submit an official transcript to the Academic Records Office.

Student's Signature Date

NOTIFICATION OF PERMISSION GRANTED OR DENIED WILL BE EMAILED TO THE STUDENT'S TC3 MYMAIL ACCOUNT. YOU MUST RECEIVE A GRADE OF C OR BETTER (2.0) FOR COURSEWORK TO BE ACCEPTED.

OFFICE USE ONLY: Permission Granted Permission Denied

College Official's Signature Date

College Official's Comments:

PROOF OF REGISTRATION SUBMITTED: Yes No Type Submitted: _____