

Petition to Enroll at Another Institution

Student Name _____

Major / Concentration _____

Institution for study _____

Requested dates of study _____

Course #	Course Title	Credits
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Course #	Course Title	Credits
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Please substitute the following course for the required course indicated:

Required Course: _____

Substitute Course: _____

Approval Signatures:

Faculty Advisor

Date

Academic Affairs

Date

Financial Aid

Date

Notes:

Attach a printed course description from the host institution's catalog.

The final 30 credits toward the BFA degree must be earned at MCA. In addition, you may register for a maximum of 3 credits at another institution while simultaneously enrolled full-time at MCA. During the summer, you may enroll for a maximum of 6 credits at another institution. All credits earned at another institution are considered transfer credits and will be controlled by (among other concerns) MCA's transfer credit limit.