



# Anne Arundel Community College

101 College Parkway Arnold, Maryland 21012-1895 / Records and Registration Office / SSVc 140  
410-777-2243 / Fax 410-777-2489 / [records@aacc.edu](mailto:records@aacc.edu) / [www.aacc.edu/recreg](http://www.aacc.edu/recreg) / MyAACC <http://myaacc.aacc.edu>

## PERMISSION TO STUDY AT ANOTHER INSTITUTION

If you are an Anne Arundel Community College (AACC) student and wish to enroll in a course(s) at another institution and transfer those credits back to AACC, please complete this form. When completed, the form must be returned to the AACC Records Office at the Arnold Campus **along with the course description(s)**. Your course(s) will be reviewed for transferability and a completed copy of this form will be mailed to your address within **five business days**. An official transcript of the coursework must be sent to the Records Office at AACC after the courses are completed at the designated institution. This permission is only applicable to the course(s) and the semester indicated below. If you do not complete the course(s) within the semester indicated, you must submit a new request.

### Student Information

Name \_\_\_\_\_ Student ID or SSN \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip code

Email address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Program of Study (Major) at AACC \_\_\_\_\_

Check this box if you would like to have a copy of the completed form forwarded to the Financial Aid Office at Anne Arundel Community College.

### Course and Institution Information

Name of institution where course(s) will be taken: \_\_\_\_\_ Semester/year course to be completed: \_\_\_\_\_

#### Course(s) requested to be taken at above institution:

Department & Course Number	Course Title	Credits

### Certification of Transferability to AACC (Records Office Use Only)

Course Number at Above Institution	Equivalent Course at AACC	Credits Accepted at AACC	Minimum Grade Requirement for Course

Comments \_\_\_\_\_

\_\_\_\_\_  
Records Initials

\_\_\_\_\_  
Date