

**North Carolina Agricultural and Technical State University
Mechanical and Chemical Engineering Department**

Permission to Take a Course Off - Campus

This form must be prepared with all required signatures and filed with the Office of Admissions before a student enrolls in substitute courses. The University will not accept credits earned at another school while a student is on academic probation (unless approved by the Department Chairperson and School/College Dean), under academic or social suspension, on academic dismissal, or is concurrently registered at North Carolina Agricultural and Technical State University. **No credit is awarded for a course in which a grade below "C" is earned.**

Student's Name: _____ S.S. No. _____
Address: _____

Name of University/College: _____

Semester/Year: Fall _____ Spring _____ Summer _____ Year: _____

Off-Campus Course

Course Number & Title: _____ Credit Hours: _____

A&T Equivalent Course

Course Number & Title: _____ Credit Hours: _____

The following information is attached (both are required):

A Photocopy of the Course Description of the Off-Campus course: _____ (Y or N)

A Photocopy of the Front Page of the Document containing Course Description: _____
(Y or N)

The course description(s) of the above course(s) have been reviewed and found equivalent in content and credit.

Advisor: _____ Date: _____

Chairperson: _____ Date: _____

Dean: _____ Date: _____