



PERMISSION TO ENROLL (PTE) AT ANOTHER INSTITUTION AGREEMENT AND CHECKLIST

(This form should be used to submit a request to attend only one institution)

1117 Hornbake, University of Maryland, College Park, MD 20742

<http://www.ltsc.umd.edu>, (301) 314-8418

PART I:	Semester: <input type="checkbox"/> Fall* 20 __ <input type="checkbox"/> Spring* 20 __ <input type="checkbox"/> Summer 20 __ <input type="checkbox"/> Winter 20 __ *Please be sure to indicate if you plan to concurrently enroll in Part III										
PART II:	<p>Check and fill in the blanks as appropriate (Please PRINT neatly):</p> <p>My advisor's name: _____ I discussed this PTE with them: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name of the institution I plan to attend is: _____</p> <p>Location (City/County and State) of school: _____</p> <p><input type="checkbox"/> I have visited the Transfer Credit Center's website (http://www.transfercredit.umd.edu/) and determined the equivalent course(s):</p> <table border="0"> <thead> <tr> <th>Course(s) and course number(s) at transfer institution</th> <th>Equivalent course at UM</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>1. _____</td> </tr> <tr> <td>2. _____</td> <td>2. _____</td> </tr> <tr> <td>3. _____</td> <td>3. _____</td> </tr> <tr> <td>4. _____</td> <td>4. _____</td> </tr> </tbody> </table>	Course(s) and course number(s) at transfer institution	Equivalent course at UM	1. _____	1. _____	2. _____	2. _____	3. _____	3. _____	4. _____	4. _____
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1. _____	1. _____										
2. _____	2. _____										
3. _____	3. _____										
4. _____	4. _____										
PART III:	<p>Check YES or NO for each of the following statements:</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N I plan to concurrently enroll during the Fall or Spring semester.</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N I have taken one or more of these courses previously at UMD and received a letter grade.</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N I am currently taking one or more of these courses this semester and will be receiving a letter grade.</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N I am requesting permission to take my Fundamental Studies Math (FM) at another institution (e.g. MATH110, MATH113, MATH115).</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N I am requesting permission to take my Fundamental Studies English (FE) at another institution (e.g. ENGL101).</p> <p>If you checked YES for any of the above statements, this request is considered a Special Exception to Academic Policy and requires Dean's approval. Approval is neither automatic nor guaranteed. You must ALSO complete a Special Exception Form (SPX), which can be completed via the LTSC website at (http://www.ltsc.umd.edu/exceptions.html). Please submit the Permission to Enroll form and Special Exception online form at the same time.</p>										
PART IV:	<p>By signing below I understand that it is my responsibility to ensure all steps are completed and that processing my request will take three to five business days.</p> <p>Name (Please Print): _____ UID: _____</p> <p>Local Phone Number: _____ E-mail: _____</p> <p>THIS FORM MUST BE UPLOADED AND ATTACHED WHEN SUBMITTING YOUR ONLINE PTE FORM</p>										