EASTERN CONNECTICUT STATE UNIVERSITY
INTER-INSTITUTIONAL PROGRAM

UNIVERSITY POLICY:

Students enrolled may benefit significantly from taking a course not available at Eastern, but offered at another state university, community college, or the University of Connecticut. Full-time students (must be registered for a minimum of 12 credits at ECSU) in good academic standing who have paid their tuition in full may be admitted to an appropriate course by a participating institution, without additional tuition charges (does not include laboratory or other special fees).

Credits received under these provisions will be treated as though they were earned at Eastern and will become a regular part of the student's transcript. It is the student's responsibility to request that an official transcript be forwarded to the REGISTRAR'S OFFICE at Eastern immediately after completion of the course(s). If the transcript is not received by the deadline date for incomplete grades, the final grade for the inter-institutional course(s) will become an "F".

PROCEDURES:

• Complete the Inter-Institutional Form (need advisor’s signature) and submit to the Advising Center for processing (Director of Advising Center’s signature).
• Student will be given two copies of the approved form (one for student and one for college attending).
• Go to college attending website and download their Non-Degree Registration Form (if applicable).
• Complete the Non-Degree Registration Form and take the Inter-Institutional Form and your tuition receipt, verifying that you are enrolled at Eastern as a full-time student and have paid your tuition, to the Registrar’s office of the college attending.

PLEASE COMPLETE THIS SECTION OF FORM AND SUBMIT TO THE ADVISING CENTER.

Legal Name: ____________________________ Eastern ID: ____________________

Permanent Address____________________________________________________

College/University in which You Wish to Enroll:
______________________________

Subject: _______ Course #: _______ Section: ____ Course Title__________________

Number of Credits: __________

Area where course(s) will be used at ECSU (LAC/GER, major, minor, elective, or concentration):____________________________ Semester/Year: _______________

Reason you wish to participate in the Inter-Institutional Program:
______ Course(s) never offered at Eastern Other ________________________________

Faculty Advisor’s Signature Date Susan Heyward, Director AC Date

Rev. 11/7/16