



**Application for a Music Major to Complete an Undergraduate Degree at Another College**

**Steps to be completed by the student:**

- Complete and sign the student section of this form.
- Submit this form with course descriptions attached to the Office of the Dean of Music for approval. The completed application will be returned to you.

**Please Note:** In view of the constant revisions made in degree programs and teacher certification requirements, the conditions stated below are valid only through the date stated on this form. At the end of the period, approval must be renewed.

Before this application can be approved you must indicate in the spaces provided the exact title, number and credit hours of the courses you propose to take. A copy of the descriptions of these courses must be attached. Final approval will depend on this information.

\_\_\_\_\_  
Potsdam ID#

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Phone #

I request permission to take courses at \_\_\_\_\_ on a

Part-Time Basis       Full-Time Basis      for the following reasons:

Financial Hardship (explain) \_\_\_\_\_  
\_\_\_\_\_

Family Problems (explain) \_\_\_\_\_  
\_\_\_\_\_

Other reason (explain) \_\_\_\_\_  
\_\_\_\_\_

(Over)

**UG Completion at Another College** (page 2)

Anticipated date for completion of degree requirements \_\_\_\_\_

Note: complete and file graduation card in the Registrar's Office if you will not be returning to campus.

Please list the all of the courses including credit hours needed to complete your undergraduate degree:

Non-Music Courses

<u>Subject/Number</u>	<u>Course Name</u>	<u>Credits</u>

Music Courses

<u>Subject/Number</u>	<u>Course Name</u>	<u>Credits</u>

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

The course work listed above is recommended as appropriate for transfer to SUNY Potsdam toward requirements of the applicant's undergraduate degree.

Approved

Disapprove

\_\_\_\_\_  
Signature of Dean of Music

\_\_\_\_\_  
Date

If approved, valid until \_\_\_\_\_  
Date

cc: Student's File  
Registrar's Office