



INSTITUTE OF APPLIED AGRICULTURE

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PERMISSION TO ENROLL POLICY

All current IAA students wishing to take a course off-campus must submit a Permission to Enroll (PTE) form and have it approved by the IAA.

Please note if you want the course to satisfy a University or degree requirement, please go to agnr.umd.edu/academics/advising/permission-enroll-another-institution.

If you wish to take a course at another institution and have that course and its credits counted toward your IAA Certificate, you are required to submit an "IAA Permission to Enroll" form. Please complete the form and submit it to your advisor for approval first. Your advisor will forward it to the IAA Director.

This form acknowledges that:

1. The credits will be counted toward your total number of certificate credits, but not toward your GPA,
2. The course will transfer as an approved equivalent course or,
3. You have permission from the IAA Director to apply this course to your certificate requirements.

Once this form has been approved and signed by the IAA Director, it provides a record of permission from the IAA to take the course. Some institutions will require this paperwork in order for students to register. Typically, courses are taken during the summer or winter terms.

Students will NOT be allowed to take a course for transfer credit at another institution if any of the following apply:

1. The student needs to repeat a course for which they have already earned a grade. (A student who earned a "W" in the course may repeat that course at another institution.)
2. The student has over 36 IAA credits and the student's GPA is under 2.0.
3. The student is a transfer student with 34 or more credits from other institutions.

Timeline to Submit PTE Form

Permission to Enroll forms will be reviewed between February 1 and May 10 for Summer and between September 1 and December 15 for winter term courses. Please allow **3-10 business days** for our office to process PTE forms. A Decision Notification will be sent to the student via email.

Steps to Complete After Finishing a Course at Another Institution

1. Upon completion of the course, request that the institution send an official transcript to the University of Maryland's Office of the Registrar.
2. Check your UMD unofficial transcript (available on Testudo) to ensure the course and credits have been posted correctly to your transcript.
3. Contact the IAA Office if you have any questions.

IAA OFFICE USE:

- Approved
 Student Notified

Date



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PERMISSION TO ENROLL FORM

Student's Name _____ UID Number _____

Student Email Address _____

IAA Course to Fulfill _____

Transfer Institution _____

Transfer Course (*number/name*) _____

Number of Course Credits _____

Intended Semester _____

Student Signature

Date

Advisor Signature

Date

Director Signature

Date

IAA OFFICE USE:

- Approved
- Student Notified

Date