

PERMISSION FORM FOR COMPLETING DEGREE REQUIREMENTS ELSEWHERE

SIENA POLICY REQUIRES DAY STUDENTS TO BE FULL-TIME DURING THEIR SENIOR YEAR AT SIENA. EXCEPTIONS ARE MADE ONLY IN UNUSUAL CIRCUMSTANCES.

SID # _____ Last Name _____ First Name _____

School _____ Major _____

Anticipated Degree Completion Date: _____

Institution where requirements will be completed: _____

Reason:

Required Signatures:

School Authorization Date

Academic Affairs Authorization Date

After obtaining the required signatures, please proceed as follows to be eligible to receive your degree from Siena:

1. Formal withdrawal from Siena. By the end of your final semester of attendance at Siena, you must complete a withdrawal form from the Registrar's Office
2. Make arrangements with your School for permission to transfer the courses necessary to complete your degree requirements. Any course deemed to be an upper level (300 and above) course must be taken at a four-year institution.
3. Prior to separation from Siena, you must complete a degree application. This form is available in the Registrar's Office.
4. Upon completion of each semester away, arrange to have an official transcript sent to Siena's Registrar's office.

Please note: In order to be cleared for graduation and be eligible to participate in commencement ceremonies, all official transcripts must be received in Siena's Registrar's Office 5 days prior to the graduation date.

Student's signature Date

DISTRIBUTION:
ORIGINAL: REGISTRAR'S OFFICE
COPY: ACADEMIC AFFAIRS OFFICE, SCHOOL OFFICE, STUDENT