PERMISSION TO ENROLL IN ANOTHER INSTITUTION FORM

Form must be approved by Department Chair and the Office of the Registrar BEFORE student registers for classes off site *

*Permission forms and or credits earned will not be honored if the form is submitted after the course has been taken.

NAME (LAST, FIRST)                                                  STUDENT ID

BOWIE STATE EMAIL ADDRESS                                                MAJOR

Name and address of Institution where course work is to be done:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Justification:

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Course information from other Institution:

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<th>Catalog Number</th>
<th>Course Title</th>
<th>Credits</th>
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Course equivalent at Bowie State University:

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Instructions:
- First semester student’s not eligible to take class is off campus until they have earned a BSU GPA.
- Student must be in good academic standing (GPA of 2.0)
- During Period of Dismissal (social, academic and/or suspension), course work taken elsewhere cannot be transferred to BSU.
- Must have less than 64 earned credits to pursue courses at a community college or less than 90 credits to pursue courses at a four-year institution.
- Attach course description(s) for requested course(s) from other institution
- Obtain approval from Dept. Chair & Office of the Registrar
- Request that an official transcript be sent to: Bowie State University: Office of the Registrar.
- Students who receive a “D” or “F” grade in any course must retake that course at Bowie State.

Please be advised of the following:
- Only credits from regionally accredited institutions are transferable.
- Credit hours for courses taken at another institution may transfer, but grade/quality points will not appear on the BSU transcript & will not affect the BSU GPA
- Grades earned must be “C” or better
- The final thirty (30) credits must be taken at BSU prior to graduation.

Students Signature __________________________ Date __________

Chairpersons Signature (confirm course approval) __________________________ Date __________

Registrar’s Signature (confirm academic standing) __________________________ Date __________

_______ Approved _________ Disapproved

Justification for Disapproval:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

NOTE: THE COMPLETED FORM MUST BE PICKED UP BY THE STUDENT. DECISION NOTIFICATION’S WILL BE EMAILED.