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 *

NAME (LAST, FIRST) ____________________________________________ STUDENT ID ______________________

EMAIL ADDRESS ____________________________________________ MAJOR ______________________________________

SEASON/TERM WHEN COURSE WILL BE COMPLETED ___________ ___________

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Justification: ______________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Course information from other Institution:

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<tr>
<th>Subject</th>
<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:

- Students must be in good academic standing (GPA 2.00 or better)
- 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 courses(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, Suite 1200, 14000 Jericho Park Rd., Bowie, Maryland 20715
- 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 other 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 a 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: ______________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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