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.

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST)</th>
<th>STUDENT ID</th>
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<tr>
<th>EMAIL ADDRESS</th>
<th>MAJOR</th>
<th>SEMESTER/YEAR WHEN COURSE WILL BE COMPLETED</th>
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Name and address of Institution where course work is to be done:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Justification:
_____________________________________________________________________
_____________________________________________________________________
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Course information from other Institution:

<table>
<thead>
<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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<tr>
<th>Subject</th>
<th>Catalog Number</th>
<th>Course Title</th>
<th>Credits</th>
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Instructions:
• First semester student’s not eligible to take classes 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 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 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 NOT BE EMAILED.