



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

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EMAIL ADDRESS

MAJOR

SEMESTER/YEAR WHEN COURSE WILL BE COMPLETED

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

Justification:

Course information from other Institution:

Course equivalent at Bowie State University:

Subject	Catalog Number	Course Title	Credits

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Instructions:

- First semester student's not eligible to take class 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 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.
- 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 Office (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.	