



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)

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STUDENT ID

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BOWIE STATE EMAIL ADDRESS

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MAJOR

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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:

Subject	Catalog Number	Course Title	Credits

Course equivalent at Bowie State University:

Subject	Catalog Number	Course Title	Credits

Instructions:

- First semester students are 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 including transfer 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 a course at BSU must retake that course at BSU.

Please be advised of the following:

- Only credits from regionally accredited institutions are transferable.
- Credit hours for courses taken at other institution may transfer in, 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.	