A. Student completes: Print Last Name: ____________________________ Print First Name: ____________________________ M. ___________

CWID (Student Id Number): ____________________________ Major Code: ____________________________

I am an undergraduate student at MSU. I hereby apply for permission to take work for undergraduate credit at ____________________________  20 ____________  20 ____________

Beginning with Fall 2008 admits, no more than 60 credits from 2 year colleges can be applied to the baccalaureate degree. I certify that the number of credits being taken, plus those already awarded, will not exceed 60 from 2 year colleges. I understand that should I exceed this number, MSU will not accept these credits:

Student Signature ____________________________ Date ____________________________

B. Office of the Registrar verification that the above named student is a continuing/returning student in good standing.

University Registrar’s Signature ____________________________ Date ____________________________

Office of the Registrar Signature ____________________________ Date ____________________________

D. Approval Signatures 1 and 2 required after section B is complete. (*to be completed by Chairperson(s) offering equivalent course(s))

1. Chairperson(s) of Dept(s) offering equivalent course(s) at MSU ____________________________ Date ____________________________

2. Chairperson of Student’s Major Department ____________________________ Date ____________________________

3. Office of the Registrar (24 hour residency waiver) ____________________________ Date ____________________________

IMPORTANT INFORMATION REGARDING WORK AT ANOTHER INSTITUTION!

• Upon securing all approval signatures, submit original to the Office of the Registrar and a copy to the Student Financial Aid Office.

• Upon completion of the course(s), request an official transcript from the other institution to be sent to THE OFFICE OF THE REGISTRAR AT MONTCLAIR STATE UNIVERSITY, 1 Normal Avenue, Montclair, NJ 07043.

• In order for credit to be awarded, students must adhere to all transfer credit policies outlined in the University Catalog. Only grades of C- or better are accepted in transfer. Courses transferred back to MSU cannot be used to repeat a D+, D, D- or F grade earned at MSU.

• Beginning with Fall 2008 admits, no more than 60 credits from 2 Year Colleges can be applied to the baccalaureate degree.

• A minimum of 32 credit hours AND the final 24 credit hours required for graduation must be taken at MSU.

• Financial Aid recipients planning to use any federal grant or loan processed through the Student Financial Aid Office to finance these credits must contact the Student Financial Aid Office for instructions.

******************************************************************************OFFICE OF THE REGISTRAR USE ONLY******************************************************************************

1. Taking @ 2 yr school Y N (if N, go to section B; if Y, go to 2) 4. 2 yr. credits posted ________

2. 2 yr. credits posted. Y N (if N, go to section B; if Y, go to 3) 5. 2 yr. credits IP ________

6. Credits from Section C ________ (if N, go to section B; if Y, go to 3) 7. Total 3, 4 & 5 ________ 0 ________ (if >60, do not issue form)

3. 084 or later TR on 110 Y N (if N, go to section B; if Y, go to 4)