



UNDERGRADUATE STUDENT REQUEST FOR WORK AT ANOTHER INSTITUTION

A. Student completes: Print Last Name:

Print First Name:

M.

[Empty box for last name]

[Empty box for first name]

[Empty box for middle initial]

CWID (Student Id Number):

Major Code:

[Empty box for CWID]

[Empty box for Major Code]

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

College/University where work is to be taken Term Begins 20 Term Ends 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.

Office of the Registrar Signature

Date/stamp

C. Student indicates Department, Course No., Title and Credit Hours from the other institution. Appropriate Chairperson(s) complete #5:

Table with 5 columns: 1. Department, 2. Course No., 3. Course Title, 4. Credits, 5. *MSU Equivalent Course

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 (Director, Academic Advising and Adult Learning for Undeclared majors)

Date

3. Director, Academic Advising and Adult Learning (for 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. 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

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

7. Total 3, 4 & 5 (if >60, do not issue form)