Undergraduate Request for Work at Another Institution

Print - Last Name
Print – First Name

CWID:
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 being taken

Term/Start Date
Term/End Date

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 credits from 2 year colleges. I understand that should I exceed 60 credits from 2 year colleges, MSU will not accept them.

Student Signature
Date

Check if this is a study abroad program
Check if this is through National Student Exchange

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>*MSU EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*To be completed by Chairperson(s) offering equivalent course(s)
Approval Signatures 1 and 2 are required after section above is completed.

Chairperson(s) of Dept. (s) offering equivalent course(s) at MSU
Print name and signature

Date

Chairperson of student's Major Dept. at MSU
Print name and signature

Date

Provost's Office (24 hour residency requirement)
Print name and signature

Date

Important Information and Procedures:
After student obtains all required signatures, submit this original form to The Office of the Registrar. Please make a copy for your records.
Upon completion of the course(s), request an official transcript from the other institution be sent to The Office of the Registrar at Montclair State University 1 Normal Avenue, Montclair, NJ 07043.
In order for credit(s) to be awarded, students must adhere to all transfer credit policies outlined in the Montclair State University Catalog. Only grades of C- or better are accepted for transfer.
Course(s) transferred to MSU cannot be used to repeat a D+, D, D- or an F grade that was earned at MSU.
A minimum of 32 credits AND the final 24 credits required for graduation, MUST be taken at MSU.
MSU Students planning on using federal grants or loans must contact The Financial Aid Office for instruction.

The Office of the Registrar verifies that the student listed above is a continuing/returning Montclair State University student that is in good academic standing.

Office of the Registrar
Date

Revised 7/2018