

\_\_\_\_\_  
**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 \_\_\_\_\_

DEPARTMENT	COURSE	COURSE TITLE	CREDITS	*MSU EQUIVALENT

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

\_\_\_\_\_ Has not taken course

\_\_\_\_\_ Course not offered at MSU

\_\_\_\_\_ Not last 24 credits

 \_\_\_\_\_  
**1. Office of the Registrar**

 \_\_\_\_\_  
**Date**

Signatures 2 and 3 are required and should only be signed after signature 1 has been obtained.

 \_\_\_\_\_  
**2. Chairperson(s) of Dept. (s) offering equivalent course(s) at MSU**  
 Print name/signature

 \_\_\_\_\_  
**Date**

 \_\_\_\_\_  
**3. Chairperson of student's Major Dept. at MSU**  
 Print name/signature

 \_\_\_\_\_  
**Date**

 \_\_\_\_\_  
**4. Provost's Office (ONLY needed for 24 hour residency requirement)**  
 Print name/signature

 \_\_\_\_\_  
**Date**

## Policy for Undergraduate Students Who Wish to Take Coursework at Another Institution

Undergraduate students currently enrolled may choose to take coursework at another institution. Prior to registering for any coursework outside of Montclair State University, the student must complete a **Request for Work at Another Institution Form** (available online and at the Red Hawk Central).

The following are the policies as they relate to taking coursework at another institution:

- Students must be in good academic standing at MSU (cumulative GPA of 2.0 or higher).
- Courses transferred back to MSU cannot be used to repeat or replace a D+, D, D-, or F grade. If a course has been recorded as earned at MSU, the transfer course will not be applied to the student's record.
- No more than 60 credits from two-year colleges can be applied to the baccalaureate degree. Students who have transferred the maximum from two-year institutions may still transfer in credit from a four-year institution with approvals.
- Courses from a two-year institution may not be equated to 300/400 level courses at MSU.
- A minimum of 32 credit hours AND the final 24 credit hours required for graduation must be taken at MSU. Any exceptions to the residency requirement would need the Provost's signature on the Request for Work at Another Institution Form.
- Financial aid recipients planning to use any federal grants or loans processed through MSU to finance these credits, must contact the Financial Aid Office for additional instructions.
- Upon securing all signatures, the original Request for Work at Another Institution Form must be submitted to the Registrar's Office located in Red Hawk Central.
- Upon completion of the course(s) and the credit(s) being posted to the transcript, the student must request an official transcript from the other institution to be sent to:

Office of the Registrar  
Montclair State University  
1 Normal Avenue  
Red Hawk Central  
Montclair, NJ 07043

- Coursework will be accepted provided the student earns a grade of C- or higher and meets the standards listed in the second bullet above.
- Grades earned at another institution are not factored into the Montclair State term/cumulative GPA.