ADELPHI UNIVERSITY

Request to Study At Another Institution

An undergraduate matriculated at Adelphi University may receive credit toward the baccalaureate by successfully completing a limited number of courses from another accredited institution. To receive permission to do so, the student must provide the following information and any other requested information prior to enrolling at the other institution.

Last Name, First Name	Adelphi ID Number	Semester of Off Campus Study

Is the course, or courses for which you seek approval taught at Adelphi during the same term or during the next academic year? **Circle: YES or NO**

Expect or need grants or loans? **Circle: YES or NO** If yes, obtain Consortium Agreement from SFS

Please note: Students who are re-taking a course for which they already have credit, will NOT receive credit again

How many **total** credits will you have by the end of the current semester? _____

If you have 64 credits, or more, you cannot take any courses at a 2 year college. Your final 30 credits must be taken at Adelphi. Learning Goals cannot be met by transfer credits. Requests to take a course concurrently with Adelphi courses must be in the form of an Academic Petition through the Dean's office. *Note: Grades transferred in are not inlcuded in Adelphi's GPA. In order to receive credit, student must receive a grade of C- or better.*

Visiting School: _____

Course #	Course Title	Credits Awarded

Equivalent at Adelphi University

Course #	Course Title	Credits Accepted	Dept. Approval (Chair or Dean)

Once you have completed the course(s), send official UNOPENED transcript to the Adelphi University Registrar's Office.

Student must be in good academic standing. For approval by the Dean and the Office of Academic Services, students must meet one or more of the following criteria:

1. Student needs extra credit to graduate on time or move to the next class.
2. Student needs a pre-requisite for major classes to keep pace for graduation.
3. Student demonstrates better academic success with 12-13 credits per semester than with 15-17.
4. Student wants to take class that is not offered at Adelphi University.
   Please note each number that applies: _____

You must have all of the appropriate signatures below. Once you have a signature from Academic Services, please bring this form to the Registrar.

_____ _____ _____ _____

Student Signature **Date** **Student's Dean** **Date**

_____ _____ _____ _____

Student's Advisor **Date** **Academic Services** **Date**

_____ _____

Student's Dept. Chair **Date**

Updated November 2017