

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. Once you have all the signatures requested below, bring this form to the Office of the Registrar.

Last Name, First Name	Adelphi ID Number	Semester of Off Campus Study
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Is the course, or courses, for which you seek approval taught at Adelphi during the same term or during the next academic year? No Yes

Expect or need financial aid? No Yes If yes, obtain Consortium Agreement from Student Financial Aid

**If you have 64 credits, or more, you cannot take any courses at a 2 year college.
Your final 30 credits must be at Adelphi.**

Why do you need to take this course away from Adelphi? _____

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

Course at: _____

Equivalent Courses at Adelphi University

Course #	Course Title	Credits Awarded

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

Permission Signatures: In order to process this form you must have all the appropriate signatures below. Once you have a signature from the department of Academic Services, please bring this form to the Registrar's Office.

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 to 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 a class that is not offered at Adelphi University.

Please note each number that applies _____

Once you have all the signatures be sure to send transcript to Adelphi Registrar's Office.

Student's Advisor	Date	Student's Dean	Date
Student's Department Chair	Date	Academic Services	Date