ADELPHI UNIVERSITY

Request to Study At Another Institution

An undergraduate martriculated 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. See the Consortium/Contractual checklist for financial aid requirements.

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? _____

How many credits will you have earned by the end of the current semes- _____

(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.)

Courses at: _____

Course #	Course Title	Credits Awarded

Equivalent Courses at Adelphi University

Course #	Course Title	Credits Accepted	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.

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

_____ _____ _____ _____

Student's Advisor: **Date** **Student'sDean:** **Date**

_____ _____ _____ _____

Student's Dept. Chair **Date** **Academic Serv.** **Date**

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 class that is not offered at Adelphi University.

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updated 09/02