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.

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>Adelphi ID Number</th>
<th>Semester of Off Campus Study</th>
</tr>
</thead>
</table>

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 grants or loans?  

no ☐ yes ☐  If yes, obtain Consortium Agreement from Student Financial Services

How many credits will you have earned 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 at Adelphi. Learning Goals cannot be met by transfer classes.

Note: Grades transferred in are not included in Adelphi’s GPA.  
In order to receive credit student must receive a grade of C- or better.

Visiting School:  
Equivalent Courses at Adelphi University

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits Awarded</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits Accepted</th>
<th>Dept. Approval (Chair or Dean)</th>
</tr>
</thead>
</table>

Once you have completed the course(s) send original transcript to the Adelphi University Registrar’s office.

__________________________________________

Student’s Signature  
Date

Student's Advisor  
Date  
Student’s Dean  
Date

Student’s Dept. Chair  
Date  
Academic Services  
Date

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 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.

Please note each number that applies  
__________________________

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.

Student’s Signature  
Date  
Student’s Advisor  
Date  
Student’s Dept. Chair  
Date

Student’s Dean  
Date  
Academic Services  
Date

updated Spring 2014