

## 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	Major	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? **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 **completed** 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. The number of credits awarded by the Visiting School will be the number of credits Adelphi will award. 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:

### ADELPHI EQUIVALENT:

Course #	Course Title	Credits Awarded

Course #	Course Title	Credits Accepted	Dept. Approval Chair/Dean

Once you have completed the course(s), send official UNOPENED transcript to the Adelphi University One Stop Center.

**For approval, students must meet one or more of the following criteria (Please circle each number that applies):**

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.

You must receive all of the appropriate approval signatures below, in the order they are numbered. Once you have a signature from Academic Services, please bring this form to One Stop ([onestop@adelphi.edu](mailto:onestop@adelphi.edu)) .

**Failure to submit a transcript after the course is taken may result in an Academic Honesty Violation or dismissal from program.**

#1 - Student Signature

Date

#4 - Student's Dean

Date

#2 - Student's Advisor

Date

#5 - Academic Services

Date

#3 - Student's Dept. Chair

Date

Updated May 2025