



1700 E. Cold Spring Lane Baltimore, MD 21251-001
 The College of Liberal Arts
 Office of the Dean

APPLICATION TO PURSUE COURSE(S) OFF CAMPUS

_____	_____
(Student ID Number)	(Major Area of Study)
_____	_____
(Last, First, MI)	(Telephone)
_____	_____
(Street, Name and Number)	(City, State and Zip Code)

Total Number of Credit Hours as of Current Semester Ending:	Total Number of Transfer Credit Hours Other Than These Being Requested:	Years of Matriculation (Date Initially Enrolled)
_____	_____	_____

Name of Institution: _____

Note: Your last 30 credits must be taken at MORGAN STATE UNIVERSITY. Please read the back of the sheet carefully for further information and instructions.

BE SURE THAT COURSE COMPARABILITY HAS BEEN ESTABLISHED AND COMPLETED PRIOR TO SUBMITTING THE FORM TO THE OFFICE OF THE DEAN.

COURSE TITLE	SESSION	COURSE NUMBER OUTSIDE INSTITUTION	COURSE NUMBER MORGAN STATE	CREDIT HOURS	CHAIRPERSON'S INITIALS

FOR OFFICE USE ONLY (Dean's Signature) _____

Date Processed: _____



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Qualifications:

- (1) 2.0 CUMULATIVE AVERAGE
- (2) A COURSE MAY NOT BE TAKEN AT ANOTHER CAMPUS IF PREVIOUSLY FAILED AT MORGAN.

Permission to pursue courses at an institution other than Morgan State University is obtained from the Dean of the School in which you major. If you are majoring in any one of the following disciplines your school utilizes this form for the College of Liberal Arts:

ART, ENGLISH, WORLD LANGUAGES, GEOGRAPHY, INTERNATIONAL STUDIES,
ECONOMICS, HISTORY, MUSIC, PHILOSOPHY, POLITICAL SCIENCE, PSYCHOLOGY,
RELIGIOUS STUDIES, SOCIOLOGY, SPEECH COMMUNICATIONS, AND THEATRE

You can assist us in expediting the process by reading the following instructions CAREFULLY and by supplying ALL OF THE REQUESTED INFORMATION. PLEASE NOTE THAT THE DEAN WILL NOT GRANT RETROACTIVE APPROVAL OF COURSES TAKEN AT ANOTHER INSTITUTION WITHOUT PRIORWRITTEN APPROVAL.

Present a catalog of the institution you wish to attend to the department chairperson at Morgan State University. (The chairperson will then initial the form to ensure the courses are parallel. This ensures appropriate course selection and comparability at Morgan.)

Always discuss course selection (s) and purpose with your academic advisor when courses are utilized within your major area of study and/or supporting courses. Failure to do this may result in loss of credits for courses taken.

If desired courses and accompanying credit hours compromise a part of your last thirty (30) hours, permission for a waiver of the **30 HOUR RULE** must be obtained from the Academic Review Committee, Holmes Hall, 206, PRIOR TO REGISTRATION AT THE OTHER INSTITUTION.

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It is important to note that only CREDITS ARE TRANSFERRABLE FROM THE OUTSIDE INSTITUTION, NOT GRADES. Therefore, if you are in need of quality points; you should examine other avenues for meeting this requirement.

Only letter grades of “C” or higher will be accepted in the transfer of CREDITS.

RETURN ALL COMPLETE FORMS AND COURSE DESCRIPTION TO THE DEAN’S OFFICE, HOLMES HALL, ROOM 206.

CA [] CE [] GPA [] () APPROVED () DISAPPROVED

Date Processed: _____