



Registrar's Office
SALISBURY, MARYLAND 21801

REQUEST TO STUDY AT ANOTHER INSTITUTION

Semester and Year: _____

Student's Name: _____ Student Id #: _____
Last First Middle

Permanent Address: _____

Phone #'s: (_____) _____ (_____) _____
Area Code Permanent Telephone # Area Code Cell Telephone #

Current/Intended Major(S): _____ Current/Intended Minor(s): _____

Institution Where You Intend To Study: _____
Name City State

Intended Course Work: *Please Include Photocopied Descriptions For All Intended Course Work.

For Office Use Only

1. Course Symbol And Number Course Title Credit Hours
Is this a course you have previously taken at SU? _____ If yes*, grade earned: _____

2. Course Symbol And Number Course Title Credit Hours
Is this a course you have previously taken at SU? _____ If yes*, grade earned: _____

3. Course Symbol And Number Course Title Credit Hours
Is this a course you have previously taken at SU? _____ If yes*, grade earned: _____

Table with 2 columns: Su Equivalent, Credit Hours. Three rows for course entry.

Authorizations:

1. Department Approval (Required For Course Work Intended For Use Within Your Major/Minor):

Department Chair's Signature Title Date

2. Registrar or Admissions Transfer Counselor Approval:

Registrar Or Admissions Transfer Counselor's Signature Title Date

- Minimum Grade Requirements Are Based Upon Salisbury University, University System Of Md, And Md Higher Educ. Commission Transfer Policies.
*Course Work Completed At Another Institution Will Not Calculate Into The SU Cumulative Grade Point Average (GPA).
A Maximum of 64 Semester Hours From 2-Year Institutions Or Community Colleges Can Be Applied To A Student's Undergraduate Degree.
Students Must Complete 30 Of The Last 37 Semester Hours Of Course Work Applied To Their Undergraduate Degree At SU
After The Completion Of Study At Another Institution, Students Must Submit An Official Transcript Within 30 Days To: The Office Of Admissions; Salisbury University; 1101 Camden Avenue; Salisbury, Md 21801.

Student's Signature Date