



Registrar's Office
SALISBURY, MARYLAND 21801

REQUEST TO STUDY AT ANOTHER INSTITUTION

Semester and Year: _____

Student's Name: _____
Last First Middle

Student Id #: _____

Return Processed form to me via: E-mail _____

Fax _____

Mail _____

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: _____

Su Equivalent Credit Hours

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

Su Equivalent Credit Hours

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

Su Equivalent Credit Hours

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