

A. Student completes: Print Last Name: _____ Print First Name: _____ M. _____

CWID (Student Id Number): _____ Major Code: _____

I am an undergraduate student at MSU. I hereby apply for permission to take work for undergraduate credit at _____
 College/University where work is to be taken Term Begins _____ 20 _____ Term Ends _____ 20 _____

Beginning with Fall 2008 admits, no more than 60 credits from 2 year colleges can be applied to the baccalaureate degree. I certify that the number of credits being taken, plus those already awarded, will not exceed 60 from 2 year colleges. I understand that should I exceed this number, MSU will not accept these credits:

 Student Signature Date

B. Office of the Registrar verification that the above named student is a continuing/returning student in good standing.

 Office of the Registrar Signature Date/stamp

C. Student indicates Department, Course No., Title and Credit Hours from the other institution. Appropriate Chairperson(s) complete #5:

1. Department	2. Course No.	3. Course Title	4. Credits	5. *MSU Equivalent Course

D. Approval Signatures 1 and 2 required after section B is complete. (*to be completed by Chairperson(s) offering equivalent course(s))

1. _____ Date _____
 Chairperson(s) of Dept.(s) offering equivalent course(s) at MSU
2. _____ Date _____
 Chairperson of Student's Major Department
 (Director, the Center for Advising and Student Transitions for Undeclared majors)
3. _____ Date _____
 Director, the Center for Advising and Student Transitions (for 24 hour residency waiver)

IMPORTANT INFORMATION REGARDING WORK AT ANOTHER INSTITUTION!

- Upon securing all approval signatures, submit original to the Office of the Registrar and a copy to the Student Financial Aid Office.
- Upon completion of the course(s), request an official transcript from the other institution to be sent to THE OFFICE OF THE REGISTRAR AT MONTCLAIR STATE UNIVERSITY, 1 Normal Avenue, Montclair, NJ 07043.
- In order for credit to be awarded, students must adhere to all transfer credit policies outlined in the University Catalog. Only grades of C- or better are accepted in transfer. Courses transferred back to MSU cannot be used to repeat a D+, D, D- or F grade earned at MSU.
- Beginning with Fall 2008 admits, no more than 60 credits from 2 Year Colleges can be applied to the baccalaureate degree.
- A minimum of 32 credit hours AND the final 24 credit hours required for graduation must be taken at MSU.
- Financial Aid recipients planning to use any federal grant or loan processed through the Student Financial Aid Office to finance these credits must contact the Student Financial Aid Office for instructions.

*****OFFICE OF THE REGISTRAR USE ONLY*****

1. Taking @ 2 yr school Y ___ N ___
 (if N, go to section B; if Y, go to 2)
2. 2 yr. credits posted. Y ___ N ___
 (if N, go to section B; if Y, go to 3)
3. 084 or later TR on 110 Y ___ N ___ (if N, go to section B; if Y, go to 4)
4. 2 yr. credits posted _____
5. 2 yr. credits IP _____
6. Credits from Section C _____
7. Total 3, 4 & 5 _____ (if >60, do not issue form)