HOFSTRA UNIVERSITY

PLEASE NOTE: GRADES FOR NON-HOFSTRA COURSES ARE NOT INCLUDED IN THE HOFSTRA GPA.

Office of Academic Records and Registrar
207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260

UNDERGRADUATE APPLICATION FOR PERMISSION TO ENROLL IN COURSES AT ANOTHER U.S. INSTITUTION

Effective fall 2005, current Hofstra students may not take a course at other colleges within reasonable commuting distance of the campus if the same or comparable course is being offered at Hofstra. Please note that a department chair's signature indicating the Hofstra equivalent course does not constitute final approval to enroll at the other institution.

This form is to be filled out by the student as indicated. The student is responsible for obtaining the approval of the Hofstra department chair concerned, as well as the approval of his/her major adviser. He/she is required to present the bulletin of the other institution at the time requesting the dean's approval. The student should then return the form to the Office of Academic Records and Registrar, 207 Memorial Hall, South Campus.

Students are advised to verify that the college they wish to visit is accredited. If there is any doubt, please contact the Office of Academic Records and Registrar. In addition, **students must receive approval from the Office of Academic Records and Registrar** before they enroll at the college they plan to visit. Some colleges are on a quarter system rather than a semester basis. Transfer credit in those instances will be apportioned accordingly.

This form may not be used for study at non-U.S. institutions (i.e., study abroad programs).

1. Transfer credit will be granted in accordance with the Advanced Standing Policy set forth in the Hofstra University *Undergraduate Bulletin*.
2. Courses must be completed with a grade of C- or better.
3. Hofstra students with junior or senior standing are not permitted to enroll at two-year institutions.
4. Credits earned at junior or community colleges (i.e., two-year institutions) are limited for graduation credit to 64 or 65 semester hours (for B.B.A.), 69 semester hours (for B.S./B.E.) in engineering, or 77 semester hours in the physician assistant studies program.
5. Good academic standing at Hofstra is required for approval.
6. Enrollment for a summer session is limited to seven (7) semester hours per session.
7. Credits that Hofstra students earn elsewhere as visiting students may not be used to meet or reduce CORE COURSE or DISTRIBUTION COURSE requirements.
8. Transcript(s) must be sent to the Office of Academic Records and Registrar upon completion of the course.
   Please note: The last 30 semester hours (36 for engineering science) must be completed in-residence at Hofstra University.
   (See the Hofstra University *Undergraduate Bulletin* for major requirements.)

_____ 70 - _____
STUDENT LAST NAME (PLEASE PRINT.) FIRST MI HOFSTRA ID NUMBER

_____
STREET CITY STATE ZIP

The above-named student requests permission to enroll at _____ in _____
NAME OF UNIVERSITY OR COLLEGE LOCATION
for the following course(s):

To be completed by student				To be completed by chair of department	
	Course	Title	Sem. Hrs.	Hofstra Equivalent Course	Chair Signature
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____

Semester or session during which course(s) shall be taken: (Check one.)

❑ Fall ❑ January ❑ Spring ❑ Summer I ❑ Summer II ❑ Summer III 20 ___

I plan to graduate at the end of the semester indicated above. ❑ Yes ❑ No

Signature _____ **Signature** _____
STUDENT DATE MAJOR ADVISER DATE

The above-named student is in good standing and has the approval of Hofstra University to register for the course(s) indicated.

_____ _____
ACADEMIC DEAN'S SIGNATURE (required) DATE ACADEMIC RECORDS OFFICE ADMINISTRATOR DATE

FOR OFFICE USE ONLY	DATE ADMITTED	MAJOR AND DEGREE	CEEB NUMBER

22404:12/09