HOFSTRA UNIVERSITY

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

UNDERGRADUATE STUDENTS

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

Effective Fall 2005, current Hofstra students may not take a courses 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 Chairperson'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 departmental chairperson concerned, as well as the approval of his/her major adviser. He/she is required to present the catalog 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 in room 207 Memorial Hall.

Students are advised to check that the college they wish to visit is accredited. If there is any doubt, please contact the Office of Academic Records. In addition, **students must receive approval from the Office of Academic Records** before they enroll at the college they plan to visit. Some colleges are on a quarter system rather than on 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).

1. Transfer credit will be granted in accordance with the Advanced Standing Policy set forth in the Hofstra University 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 (for B.B.A.), 69 semester hours (for B.S./B.E.) in Engineering, or 77 credits 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) credits 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 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 Bulletin under degree requirements for major requirements.)

I, (print name) _____, student ID number _____, street
LAST FIRST MI

address _____ city _____ state _____ zip _____,

request permission to enroll at _____
NAME OF UNIVERSITY OR COLLEGE LOCATION

for the following courses:

FOR OFFICE USE ONLY	DATE ADMITTED	MAJOR & DEGREE	CEEB NUMBER

Semester or Session during which course(s) shall be taken: (circle one)
Fall January Spring Summer I Summer II Summer III 20___

To be filled in by student		**To be filled in by Chairperson of Dept. concerned**	
Course & No.	Title	Hofstra Equivalent Course	Departmental Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

I plan to graduate at the end of the semester covered above: Yes No

Signed _____ **Approved** _____
STUDENT DATE MAJOR ADVISER DATE

The above student is in good standing and has the approval of Hofstra University to register for the courses indicated.

Hofstra University | Hempstead, New York 11549 | www.hofstra.edu

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