



APPROVAL TO TAKE COURSES AT ANOTHER INSTITUTION

To enroll and transfer courses from another institution, you must complete this form (PRINT CLEARLY), and obtain the approval of both your academic adviser and department chair. As part of your advising and approval process, you may review the established and most frequently transferred equivalents **with your advisor**. Equivalents are available at: http://www.rowan.edu/studentaffairs/registrar/credit_evaluation/process/CourseEquivalents/Index.html. Course credits, not grades or quality points, are considered in transfer; your **g.p.a. will not change**. If you have failed a course at Rowan University, permission to repeat it by credit transfer MUST be granted by your department.

Return this form to the Registrar's Office:Division of Evaluation ONLY IF COURSE EQUIVALENTS ARE NOT AVAILABLE.

NAME: _____ Student ID #: _____ - _____ - _____ MAJOR: _____ PHONE#: _____

E-MAIL: _____ SPECIALIZATION _____

I request permission to take courses at _____ during the following term:
(name of college or university)

FALL/WINTER SPRING SUMMER 2 _____ CHECK: Semester Quarter Trimester

| Institution's Course Number (as shown in the catalog) & Title | Credits | Rowan University Equivalent | | CR | Advisor will use for |
|---|---------|---|--|----|----------------------|
| | | TO BE COMPLETED BY DIV. OF EVALUATION OR DEPT. OFFICIAL | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

APPROVED BY: Adviser & Web Review Date: _____ Major Dept. Chair/Date: _____

NOTES: _____

STUDENT NAME: _____

Required ONLY IF EQUIVALENTS ARE NOT AVAILABLE VIA:
http://www.rowan.edu/studentaffairs/registrar/credit_evaluation/process/CourseEquivalents/Index.html

MAILING: _____

DOE Analyst/Date: _____

ADDRESS: _____

NOTES: _____

FOR WINDOW ENVELOPE

NOTE: Upon course completion, you must request that an official transcript is sent to the Registrar's Office, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028. Credits will not be posted to your Rowan University transcript until an official transcript is received. Satisfactory grades must be earned to allow transfer of credit. Once received, your work will be available for your review upon visiting Web for Students: <http://sinfo.rowan.edu/>.

ALL SIGNATURES MUST BE INCLUDED OR FORM WILL NOT BE PROCESSED.