



## Office of Records and Registration

### Permission To Enroll in Another Institution Form

This form must be completed in its entirety before being submitted to the Office of Records & Registration. All information on this form is required.

Name (Last, First, Middle Initial)	Phone Number	Student ID #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City, State, Zip Code	
<input type="text"/>	<input type="text"/>	
Classification/Credit Hours Completed At CSU	Major	Semester/Year When Course Will Be Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name & Address of Institution Where Coursework is to be done:				Justification:			
<input type="text"/>				<input type="text"/>			
<input type="text"/>				<input type="text"/>			
Course Information From Other Institution:				Course Equivalent at Coppin State University:			
Course Code	Course Number	Course Title	# of Credits	Course Code	Course Number	Course Title	# of Credit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Student Must:</b> <ol style="list-style-type: none"><li>1. Attach course description for requested course at other institution.</li><li>2. Obtain approval from department Chairperson, Dean, Provost (if applicable) and Registrar <b>BEFORE</b> registering for course at sending institution.</li><li>3. Submit completed, approved, &amp; signed form to CSU's Office of Records &amp; Registration.</li><li>4. Request that an official transcript be sent to Coppin State University, Office of Records and Registration, 2500 West North Avenue, Baltimore, MD 21216</li></ol>				<b>Note:</b> <p>A student who is within her/his last 30 credits of completing the degree requirements for the baccalaureate degree <b>MUST</b> obtain the approval of the Provost &amp; Vice President for Academic Affairs <b>BEFORE</b> submitting this form to the Office of Records and Registration.</p> <p>__Approved __ Denied _____ Provost &amp; Vice President's Signature Date</p>			

I have read and understand the conditions under which permission is granted to take a course at another institution.

<input type="text"/>	<input type="text"/>
Student's Signature	Date

\_\_ Approved \_\_ Denied \_\_\_\_\_  
Chairperson's Signature Date

\_\_ Approved \_\_ Denied \_\_\_\_\_  
Registrar's Signature Date

\_\_ Approved \_\_ Denied \_\_\_\_\_  
Dean's Signature Date

Justification for Disapproval

Justification for Disapproval