



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 style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address	City, State, Zip Code	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Classification/Credit Hours Completed At CSU	Major	Semester/Year When Course Will Be Completed
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Name & Address of Institution Where Coursework is to be done:				Justification:			
<input style="width: 100%;" type="text"/>				<input style="width: 100%;" 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 style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Student Must: <ol style="list-style-type: none"> Attach course description for requested course at other institution. Obtain approval from department Chairperson, Dean, Provost (if applicable) and Registrar BEFORE registering for course at sending institution. Submit completed, approved, & signed form to CSU's Office of Records & Registration. Request that an official transcript be sent to Coppin State University, Office of Records and Registration, 2500 West North Avenue, Baltimore, MD 21216 				Note: A student who is within her/his last 30 credits of completing the degree requirements for the baccalaureate degree MUST obtain the approval of the Provost & Vice President for Academic Affairs BEFORE submitting this form to the Office of Records and Registration. __Approved __ Denied _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Provost & Vice President's Signature Date </div>			

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

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

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