

Approval for Study for Outside Courses

First Name _____ Last Name _____ ID# 0000 _____

Anticipated graduation date: May 20 _____ August 20 _____ December 20 _____

Number of current transfer credits _____

* Undergraduate students can transfer in a total of 90 credits from outside institutions.*

Home Address _____

Home Phone Number _____ SEU Email _____@steu.edu

Please submit completed approval form **prior** to registering at another institution. (If form is submitted after course is taken, transfer of credits is not guaranteed.) There is a 24 hour turn around time for pick up of signed course approval form. Please be advised that numerous institutions require you provide a copy when you register.

Name of Institution where course(s) will be taken _____

Session start date _____ Session end date _____

Course ID	Course Title (Copy of course description from visiting institution's catalog must be attached to this form)	Credits	SEU Course Equivalent (Must be completed by Advisor)

- Student must submit official copy of transcript to SEU Registrar's Office once grade has been posted.
- Grade of C (2.0) or better on a 4.0 scale is required in order to receive transfer credits of approved courses.
- Once your official transcript has been received and your credits have been processed, you will be notified via SEU email.

Student Signature/Date _____

Advisor #1 Signature/Date _____

Advisor #2 Signature/Date _____

Registrar Signature/Date _____