

**Off-Campus Course Permission Form  
Undergraduate / Graduate**

Student Name: \_\_\_\_\_  
 ID: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**College of Public Affairs**  
**410.837.5359**

**Robert G. Merrick School  
of Business**  
**410.837.4944**

**Yale Gordon College of  
Arts and Sciences**  
**410.837. 5351**

Once a student has enrolled at the University of Baltimore, credit for courses taken elsewhere will be granted with the written approval of the appropriate academic program coordinator or program director. This completed and signed form must be submitted to the Office of the University Registrar prior to enrolling in courses outside the University of Baltimore.

The student is in good academic standing at the University of Baltimore and has been informed of the following restrictions regarding enrollment in off-campus courses.

1. Grades earned in off-campus courses will not be calculated into the cumulative GPA at UB.
2. Undergraduate students must earn a passing grade in off- site courses for transfer to UB.
3. Graduate students must earn a minimum “B” grade in off-site courses for transfer to UB.
4. Off-Campus courses will be included in the student’s credit load limitations.
5. Off-Campus courses will not count toward the minimum number of credits that must be completed at the UB, as set by the undergraduate or graduate policy.
6. Students are responsible for sending an official transcript of the completed courses to the Office of the University Registrar.

Institution Name	Course Title and Number	Credits	Equivalency	Term

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_