**CONSORTIUM REQUEST FORM**

*Qualified Consortium Universities of Washington Metropolitan area are American University, George Mason University, George Washington, Georgetown and Howard University*

Complete the form and return to your Campus Advisor with course syllabus no later than 3 weeks before the start of the requested course.

Please Note:

* Students may enroll in certain classes at other institutions and have their credits considered “residence” credits at their own institutions. These courses are considered College Park credits for tuition and fee purposes.
* In order for a course outside the Smith School to count toward a student’s degree, the student must submit a request to the MPO prior to enrolling.
* It is the student’s responsibility to contact the host department to determine eligibility to take the course and for permission to register.
* Permission to enroll will not be granted if a comparable course is offered at UMCP

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Request Date: Term Requested:

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Student Name: Student UID #

Campus / Program

/ /

Course Number/Course Title/ Number of Credits

**1.) How does this course fit into your overall program needs?**

**2.) Why should this course be included as part of your MBA degree? (Instead of being a course that supplements the degree)**

**3.) Attach a copy of the class syllabus**

*For Internal Use Only*

MPO Approval Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated: 2014