**Inter-Institutional Course Request Form**

***For Courses offered at University System of Maryland Institutions***

Complete the form below to request approval to take a University of Maryland System schools course, to count as resident credits earned towards the student’s MBA degree at Smith.

Please Note:

* All courses must be approved by the Masters Programs Office before students are permitted to register.
* Students are responsible for contacting the host institution to receive approval from the appropriate authority to enroll in the course
* The requested course must not be similar to a course offered by the University of Maryland, College Park
* All courses taken through Inter-institutional registration are posted directly to the student’s University of Maryland, College Park transcript. Grades received are calculated into the student’s grade point average.

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Request Date Term Requested

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Student Name Student UID #

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Smith Campus/Program Name of Campus where Requested Course is offered

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Course Number Course Title Credit #

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