**UMCP COURSE REQUEST FORM**

***For Courses offered at University of Maryland, College Park***

Complete the form below to request approval for a University of Maryland, College Park course outside the Smith School to count towards the student’s degree. Return this form to your Campus Advisor with course syllabus no later than 3 weeks before the start of the requested course.

Please Note:

* If a course is being taken for enrichment (e.g., Beginning Golf) and is not being used as credit toward the degree, the student does not need MPO approval to enroll.
* 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.
* A student may take no more than nine credits of courses outside the Smith School toward his or her degree. A student may take as many credits as they wish for enrichment.
* Courses outside the Smith School may not have the same tuition and fee structure as those offered by the Smith School.

/

Request Date: Term Requested:

/

Student Name: Student UID #

Campus / Program

/

UMD Department: (RDEV, PUAF, etc.) Number of Credits

/

Course Number: Course Title

**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