



# APPROVAL FOR ACCEPTANCE OF GRADUATE COURSEWORK AT NORTHEAST OHIO PUBLIC UNIVERSITIES

Under specific circumstances, a Kent State University graduate student may take one or more graduate courses at Cleveland State University, the University of Akron, or Youngstown State University without registering as a transient student. The course should contribute to the student's program of study and be unavailable when needed to complete the student's program at Kent State University. The student must be in good standing (GPA>3.0) and be within time limits for completion of the program. The graduate program unit at Kent State University will establish a special topics course with a graduate title that will correspond to the course title at the host university and with the initials of the host university (CSU, UA, or YSU.) Registration for such a course is controlled by the home department and will be permitted only upon receipt of this approved form.

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
*Last First Middle*

Home Institution **Kent State University**

Department \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

Permanent Address \_\_\_\_\_  
*Street City State Zip*

Local Address \_\_\_\_\_  
*Street City State Zip*

Local Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Host Institution • UA • CSU • YSU

Academic Semester/Term • Fall • Spring • Summer I • •Summer II • •Summer III Year \_\_\_\_\_

Host Institution Course \_\_\_\_\_  
*Number Title*

Special Topics Course at Home Institution \_\_\_\_\_  
*Number Title*

## Home Institution APPROVALS

\_\_\_\_\_  
*Academic Advisor*

\_\_\_\_\_  
*Department Chair*

Chair's phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
*Graduate Dean*

## Host Institution APPROVALS

\_\_\_\_\_  
*Instructor*

\_\_\_\_\_  
*Department Chair*

Chair's phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
*Graduate Dean*

**Completed form to be returned to home department.  
(Please complete reverse side)**

**Guidelines:**

1. The authority for recognizing graduate course work as appropriate for a given student’s degree program will rest with the student’s home department. A student wishing to take a course at another of the four universities should show that the course is necessary for his/her program of study, demonstrate that the course is not available at the home institution at a reasonable stage in the student’s degree program, and must obtain approval of his/her academic program advisor and graduate department/school/program. The graduate dean may be required to give approval as well if the institution so desires.
2. Only students in good standing who are within time and credit hour limits for their degree may avail themselves of formal course work at one or more of the other three participating universities; the maximum number of credits for such course work may be limited by the home institution.
3. Thesis, research and dissertation hours are excluded.
4. Approval for registration must be obtained from the graduate department/school/program administration of the host institution. The approval of the graduate dean may be required if specified by the institution. Approval by the department and/or the instructor will signify that there is space available in the course.
5. The home department/school/program will utilize a special topics course with a subtitle corresponding to the course to be taken and coded to the host university to enable data extraction and analysis. The special topics section will be controlled and limits on registration will be removed only when the host department or instructor has given permission in writing. The host graduate department/school/program unit will be responsible for recording the grades on the grade sheets and submitting the grade sheets to the respective registrar.
6. The student will pay the fees of the home institution.

**STUDENT’S RATIONALE FOR CROSS-REGISTRATION:** \_\_\_\_\_

---



---



---



---



---



---



---



---



---



---



---