

LONG ISLAND UNIVERSITY OFFICE OF  
THE UNIVERSITY REGISTRAR

**VISITING STUDENT AUTHORIZATION REQUEST**

*Students are responsible for all guidelines listed in the Undergraduate Bulletin, which may not be included on this form.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Visiting College: \_\_\_\_\_ Requested Semester & Year: \_\_\_\_\_

REQUESTED COURSE # & TITLE/CREDITS:

LIU EQUIVALENCY/CREDITS:

core/maj

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A maximum of 9 credits in total may be approved throughout the student's academic career at LIU. No exceptions will be made. Be sure to plan your coursework accordingly.**

- IF THE TERMS OF THE AGREEMENT (COURSE, COLLEGE AND/OR SEMESTER) ARE VIOLATED OR CHANGED, TRANSFER CREDIT WILL NOT BE AWARDED
- Upon completing the requested courses, it is the student's responsibility to provide LIU with an official transcript that must be sent directly from the other institution to LIU.
- Only grades of C- or better are accepted; some majors might require higher grades.

\_\_\_\_\_  
Date: \_\_\_\_\_

**Student signature**

\_\_\_\_\_  
Date: \_\_\_\_\_

**Promise/Enrollment Services Coach signature**

\_\_\_\_\_  
Date: \_\_\_\_\_

**Department Chair's Signature** (required for required or co-related class(es) for major)

\_\_\_\_\_  
Date: \_\_\_\_\_

**Dean's Signature** (required for courses being requested during final 30 credits)

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Completed requests are due to the Registrar at least two weeks before the start of the off-campus term requested.

\_\_\_\_\_  
Registrar Office Signature Date

<u>For Coach Use Only</u>
Transfer credits: _____
Transfer credits applied: _____
LIU credits: _____
Credits In Progress: _____
Visiting Credits already taken _____
Senior Residency? _____

Approved  Denied



### **Long Island University Visiting Student Authorization policy**

- Enrolled LIU students are permitted to take a maximum of 9 credits at another college/university during their academic career at LIU.
  - a. courses must be taken at an accredited institution;
  - b. non-accredited learning platforms (e.g. Straighterline, Study.com, etc.) are not permitted;
  - c. students who transferred to LIU cannot exceed the number of credits permissible from a 2-year college (total of 72);
  - d. students must achieve a C- or higher for courses to transfer to LIU; if a department has higher minimum grade requirements for specific prerequisite or major coursework (for example, Nursing, Pharmacy), a higher grade would be required.
- **Retroactive VISA requests will not be considered – approval is required PRIOR to the completion of the course.**
- Students complete the Visiting Student Authorization form with their Promise/Enrollment Services coach.
- In cases where course equivalencies cannot be easily determined by Promise/Enrollment Services, coaches must consult with the department chair in the discipline the course is offered in.
- Completed forms are submitted to the University Registrar's office at least 2 weeks prior to the start of the course.
- Any major/co-related class that a student wishes to take off-campus must be approved by the department chairs. The Visiting Student Authorization form must be signed by the major chair for all major and co-related courses.
- Students who are submitting a Visiting Student Authorization request for the regular fall/spring semesters during which they are enrolled at LIU must submit a statement explaining the reason along with this form and requires dean approval.
- Students cannot take courses elsewhere during their final 30 credits (senior residency) without additional approval from the Dean of their program.