



**APPROVAL FOR ACCEPTANCE OF COURSEWORK AT NORTHEAST OHIO PUBLIC UNIVERSITIES**

Under specific circumstances a graduate student may take one or more graduate courses at Cleveland State University, Kent State University, The University of Akron, or Ohio University (MPH program only) without registering as a transient student at the university delivering instruction. The course should contribute to the student's program of study and be unavailable when needed to complete the student's program at the student's home institution. 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 the student's home institution will establish a graduate special topics or independent study course identification capable of being "tagged" by the home university with a title that will correspond to the course title at the host university and with the initials of that university; i.e., CSU, KSU, UA, or OU. Registration for such a course is controlled by the home department and will be permitted only upon receipt of this approved form.

**YOUNGSTOWN STATE UNIVERSITY**

Date \_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First Middle

Department/School \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street City State Zipcode

Local Address \_\_\_\_\_  
Street City State Zipcode

Local Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Course for which approval is sought:

YSU Course Number/Title \_\_\_\_\_  
Course Number Title

YSU Academic Semester/Term  Fall  Spring  Summer One  Summer Two Year \_\_\_\_\_

Host University  UA  CSU  KSU  OU

Host Course Number/Title \_\_\_\_\_  
Course Number Title

Name of Instructor \_\_\_\_\_ Name of Department Chair \_\_\_\_\_

**SIGNATURE APPROVALS**

Youngstown State University

Host University  UA  CSU  KSU  OU

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

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

\_\_\_\_\_  
*Department Chair/Graduate Program Director*

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

\_\_\_\_\_  
*Dean, School of Graduate Studies and Research*

\_\_\_\_\_  
*Graduate School Approval*

**COMPLETED FORM TO BE RETURNED TO YOUNGSTOWN STATE UNIVERSITY**  
**School of Graduate Studies and Research, Coffelt Hall, One University Plaza, Youngstown, OH 44555**  
**Phone (330) 941-3091, Fax (330) 941-1580**

***INSTRUCTIONS FOR GRADUATE CROSS-REGISTRATION  
BY YOUNGSTOWN STATE UNIVERSITY GRADUATE STUDENTS***

1. The YSU Graduate Student will complete the reverse of this form; all information above the section "Signature Approvals" is required. A separate form is required for each course to be completed by "cross-registration."
2. The YSU Graduate Student will obtain the approval signature of their Graduate Advisor, Department Chair or Graduate Program Director, and the YSU Dean of Graduate Studies and Research.
3. The YSU Dean of Graduate Studies and Research will FAX the form to the Host University to secure the approval signatures.
4. The Host University graduate dean will FAX the completed form to the YSU Dean of Graduate Studies and Research, who will distribute copies of the form to all parties.