

**INSTRUCTIONS FOR  
OFF-CAMPUS STUDY APPROVAL FORM**  
(TO TAKE ACADEMIC COURSE WORK AT ANOTHER INSTITUTION  
AND HAVE THE CREDIT APPLIED TO YOUR OSWEGO DEGREE.)

**A. You have a responsibility to:**

- Complete this **Off-Campus Study Approval Form BEFORE** enrolling in any course work.
- Complete the top portion of the approval form, as well as each appropriate box.
- Meet with your advisor and have a clear understanding of how the course(s) affect your degree progress in your major, general education, etc.
- You **AND** your advisor must sign the Approval Form and obtain any other required signatures, if necessary.
- Have an official transcript sent to the **SUNY Oswego, Registrar's Office, 301 Culkin Hall, Oswego NY 13126** after completing the coursework at the other institution.
- You **MAY NOT** take upper-division writing requirements or the Intellectual Issues at another institution.
- ***Check the repeated course box if repeating an Oswego course in which you earned a D or E grade***

**B. Your academic advisor has the responsibility to review your request and:**

- Circle the category for each course selected (general education, elective, major, concentration, minor or cognate).
- Verify the course you are requesting is appropriate to your major, and, if necessary, to our General Education policy.
- Verify the course appears to be equivalent to an Oswego course offering and/or is an appropriate elective course.
- Verify you have not transferred the maximum amount of credits if using course for total credit.  
(62 hours maximum from 2 year schools and 92 hours maximum for total transfer credit.)

**C. The Chairperson of the department offering the equivalent course at Oswego:**

- Must sign the last box of the Off-Campus Study Approval Form if needed.
- Must approve the course(s) to be taken - **IF** the courses are not articulated on the websites listed below. ***Department Chair signature is NOT REQUIRED if it is a free elective OR an articulated course OR a listed equivalent course on the SUNY Oswego Transfer Services Course Equivalencies webpage listed below.***

SUNY Oswego Transfer Services Course equivalencies website:

[http://www.oswego.edu/administration/transfer\\_services/course-equiv.html](http://www.oswego.edu/administration/transfer_services/course-equiv.html)

**The Director of General Education:**

- Must approve any course(s) to be taken for General Education credit by signing the bottom of the form. ***General Education Director's signature is NOT REQUIRED if it is a free elective OR an articulated course OR a listed equivalent course on the SUNY GEN ED website.***

SUNY GEN ED website: [www.suny.edu/provost/generalEducation/CourseList/mastercampuslist.cfm](http://www.suny.edu/provost/generalEducation/CourseList/mastercampuslist.cfm)

