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 <u>NOT REQUIRED</u> 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

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 <u>NOT REQUIRED</u> 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: <u>www.suny.edu/provost/generalEducation/CourseList/mastercampuslist.cfm</u>

SUNY OSWEGO OFF-CAMPUS STUDY APPROVAL FORM

(Approval for study at another College or University)

Name:Last First				ID#			
Last			First				
E-mail:	il: Phone number:						
Home Address:							
Year of Graduation	tion College			Major/Minor/Concentration			
College where coursework is to be taken							
STUDENT	STUD	STUDENT	ADVISOR	ADVISOR	DEP	T CHAIR	
Course # & Title	Credit Hours	Repeated Course (D or E Grade Only)	SUBSTITUTE FOR specify Oswego course number (ex: MAT 102)##	CIRCLE APPROPRIATE CATEGORY FOR EACH COURSE	DEPT CHAIR SIGNATURE PLEASE NOTE *		
1				Gen Ed, Elective,	Approved	Not Approved	
1				Gen Ed, Elective, Major, Minor, Cognate, Concentration			
2				Gen Ed, Elective, Major, Minor, Cognate, Concentration			
3				Gen Ed, Elective, Major, Minor, Cognate, Concentration			
4				Gen Ed, Elective, Major, Minor, Cognate, Concentration			
5				Gen Ed, Elective, Major, Minor, Cognate, Concentration			

##Only required if equivalency is different from equivalency listed on websites below or not articulated at all PLEASE NOTE:

- Only credits will be applied to your Oswego Transcript. Transfer credits DO NOT calculate in GPA.
- <u>* Signature only required if transfer course is not approved on SUNY Oswego Transfer Course Equivalencies</u> webpage or SUNY GEN ED website.
- Students with extensive credits from other institutions should review the "Policy for Evaluation of Transfer Credit," (refer to college catalog) to ensure that they are meeting Oswego graduation requirements.

• If using course for total required credits be sure you have not already transferred in maximum credits allowed.

Advisor Signature

Date:

Date:

*General Education Director's Signature (if Gen Ed is circled) _____ Date:___ Date:__ Datae

(I understand how this study, as approved, affects my degree and my transcript.)

STUDENT SIGNATURE

Student - please deliver completed, approved form to 301 Culkin Hall.