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

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
# SUNY Oswego Off-Campus Study Approval Form

## Approval for study at another College or University

### Information

- **Name:**
  - Last
  - First
  - ID#
- **E-mail:**
- **Phone number:**
- **Home Address:**
- **Year of Graduation**
- **College**
- **Major/Minor/Concentration**
- **College where coursework is to be taken:**
  - Winter
  - Summer
  - Fall
  - Spring

### Course Information

<table>
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<tr>
<th>Course # &amp; Title</th>
<th>Credit Hours</th>
<th>Repeated Course (D or E Grade Only)</th>
<th>SUBSTITUTE FOR specify Oswego course number (ex: MAT 102)##</th>
<th>CIRCLE APPROPRIATE CATEGORY FOR EACH COURSE</th>
<th>DEPT CHAIR SIGNATURE</th>
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## Please Note

- Only credits will be applied to your Oswego Transcript. Transfer credits DO NOT calculate in GPA.
- *Signature only required if transfer course is not approved on SUNY Oswego Transfer Course Equivalencies 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:**

*General Education Director’s Signature (if Gen Ed is circled)*

**Date:**

(only needed if course is not approved on SUNY GEN ED website.)

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

**STUDENT SIGNATURE**

**Date:**

(Student - please deliver completed, approved form to 301 Calkin Hall.)