

# Off-Campus Study Approval Form

Approval for study at another College or University



Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Semester/Year of Expected Graduation \_\_\_\_\_

Major/Minor \_\_\_\_\_

College where course will be taken: \_\_\_\_\_

Are these courses via a SUNY Oswego Study Abroad program?  YES  NO

Semester/Year course(s) will be taken:  FALL 20\_\_\_\_  WINTER 20\_\_\_\_  SPRING 20\_\_\_\_  SUMMER 20\_\_\_\_

STUDENT			ADVISOR		DEPARTMENT CHAIR *		GENERAL EDUCATION DIRECTOR **		
Course (i.e. ENG102)	Course Title (i.e. Composition I)	Credit Hours	SUNY Oswego equivalent course listed on the <a href="#">Transfer Course Guide</a>	Check the appropriate category for which the transfer course will be applied at Oswego:	Approval/Signature	SUNY Oswego equivalent course	Approval/Signature		
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Cognate <input type="checkbox"/> Concentration <input type="checkbox"/> Credits only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Category: _____ Approved	
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Cognate <input type="checkbox"/> Concentration <input type="checkbox"/> Credits only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Category: _____ Approved	
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Cognate <input type="checkbox"/> Concentration <input type="checkbox"/> Credits only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Category: _____ Approved	
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Cognate <input type="checkbox"/> Concentration <input type="checkbox"/> Credits only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Category: _____ Approved	

\* Department Chair signature is only required if the transfer course is not listed on the SUNY Oswego Transfer Course Guide

\*\* General Education Director signature is only required if the course is not listed on the SUNY Gen Ed website

SUNY Cross Registration: Do you plan to Cross Register at another SUNY institution/use the SUNY Financial Aid Consortium?  YES  NO  
 If yes, in addition to this Off Campus Study Approval form, you must submit a SUNY request at suny.edu/crossregister (All approvals must be in place at both campuses, prior to registering for any coursework at the host SUNY institution)

- Academic approval to transfer a course does not guarantee a corresponding approval to cross register.

## REQUIRED SIGNATURES

Advisor Signature

Student Signature

**Registrar's Office Use**  
Only

Degree Candidate?

Note posted to Degree Works   
Date: \_\_\_\_\_

*\*Study Abroad Students: Return this form to the Office of International Education (100 Sheldon Hall) or imled@oswego.edu*

# Instructions for Off-Campus Study Approval

To take academic coursework at another institution and have transfer credit applied to your Oswego record.

## Student

- Complete this Off-Campus Study Approval form **before** enrolling in any off campus coursework.
- Be sure to clearly indicate the exact subject and course number, along with the title and number of credits.
- Meet with your advisor to have a clear understanding of how the course(s) will affect your degree progress in your major, minor, etc.
- Check the repeated course box if repeating an Oswego course in which you earned a D or E grade. Be sure to review the course repeat policy in the College Standards and Policies section of the catalog.
- Both you and your advisor must sign this form. If a course does not have an established equivalency on the [Transfer Course Guide](#), additional signatures will be required – please see below.
- Upon completion of the course(s), have an official transcript sent directly from the transfer institution to:  
SUNY Oswego  
Registrar's Office\*  
301 Culkin Hall  
7060 State Route 104  
Oswego NY 13126  
*\* For SUNY Oswego students who are participating in a SUNY Oswego Study Abroad program, the overseas transcript will be sent to the Office of International Education and Programs.*
- Courses from community colleges will be accepted for lower division credit only.
- If you plan to cross register/use the SUNY Financial Aid Consortium, you must also submit a SUNY Cross Registration request at [suny.edu/crossregister](http://suny.edu/crossregister) (login using your Oswego credentials)

## Advisor

- Verify that the student has not already transferred in the maximum amount of transfer credits.
- Courses from community colleges will be accepted for lower division credit only.
- Verify the course has an established equivalency listed on the [Transfer Course Guide](#). If no equivalency is established, refer the student to the Department Chairperson of the department that would offer such a course and to the General Education Director, if the course is also needed to meet a General Education requirement.
  - Note: if the course transferring is simply to be used towards overall credits, and not to fulfill a specific degree requirement, Department Chairperson approval is not necessary.
- Check the appropriate category in which the transfer course will be expected to fulfill (i.e. major, Gen Ed, etc.)
- Review course repeat policy and impact with student.

## Department Chairperson

- Review/approve the course(s) listed to establish a transfer equivalency, if one is not already established on the [Transfer Course Guide](#). Please indicate the SUNY Oswego course equivalent, or indicate if elective credit (i.e. ENG 1XX) should be granted.

## Director of General Education

- Review/approve any course(s) to be taken for General Education credit if such course is not already designated as fulfilling General Education.
  - Note: if the course transferring in is simply to be used towards overall credits, and not to fulfill a specific degree requirement, Director of General Education approval is not necessary.
  - The SUNY General Education Dashboard of approved courses can be found here: <http://system.suny.edu/academic-affairs/acaproplan/general-education/general-education-dashboards/>