**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**  ________________________________________________________________________

**Semester/Year course(s) will be taken:**  
- ☐ FALL 20____  
- ☐ WINTER 20____  
- ☐ SPRING 20____  
- ☐ SUMMER 20____

---

### STUDENT

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>IS THIS A REPEAT COURSE YOU PREVIOUSLY Earned A D OR E GRADE AT OSWEGO?</th>
<th>SUNY Oswego EQUIVALENT COURSE LISTED ON THE Transfer Course Guide</th>
<th>CHECK THE APPROPRIATE CATEGORY FOR WHICH THE TRANSFER COURSE WILL BE APPLIED AT OSWEGO:</th>
<th>DEPARTMENT CHAIR * APPRoval/Signature</th>
<th>GENERAL EDUCATION DIRECTOR ** APPRoval/Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Gen Ed</td>
<td>☐ Major</td>
<td>☐ Minor</td>
<td>☐ Elective</td>
<td>☐ Cognate</td>
<td>☐ Concentration</td>
<td>☐ Approved</td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ Gen Ed</td>
<td>☐ Major</td>
<td>☐ Minor</td>
<td>☐ Elective</td>
<td>☐ Cognate</td>
<td>☐ Concentration</td>
<td>☐ Approved</td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ Gen Ed</td>
<td>☐ Major</td>
<td>☐ Minor</td>
<td>☐ Elective</td>
<td>☐ Cognate</td>
<td>☐ Concentration</td>
<td>☐ Approved</td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ Gen Ed</td>
<td>☐ Major</td>
<td>☐ Minor</td>
<td>☐ Elective</td>
<td>☐ Cognate</td>
<td>☐ Concentration</td>
<td>☐ Approved</td>
</tr>
</tbody>
</table>

* 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

---

### REQUIRED SIGNATURES

- **Advisor Signature**
  - Signature: ___________________________  Date: ________________

- **Student Signature**
  - Signature: ___________________________  Date: ________________

By signing this form, I acknowledge the following:

- Only credits will be applied to my Oswego transcript. Transfer credits do not calculate into the Oswego GPA.
- 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 transfer course for total required credits, be sure you have not already transferred in the maximum credits allowed.
- In the event that I change any of the above courses, I understand that I must seek additional approval(s).
- Upon completion of coursework, an official transcript must be sent to the Registrar’s Office for transfer credits to be applied to my academic record.

---

Submit completed form to:

SUNY Oswego  
Registrar’s Office  
301 Culkin Hall  
7060 State Route 104  
Oswego NY 13126

---

**Registrar’s Office Use Only**

Degree Candidate? ☐  
Note posted to Degree Works ☐  
Date: ________________
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 coursework.
- Be sure to clearly indicate the exact course 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, you must also obtain permission from the Department Chairperson of the department that offers the course.
- 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

Advisor
- Verify that the student has not already transferred in the maximum amount of transfer credits.
- 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.
  - 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 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/](http://system.suny.edu/academic-affairs/acaproplan/general-education/general-education-dashboards/)