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

<table>
<thead>
<tr>
<th>Course (i.e. ENG102)</th>
<th>Course Title (i.e. Composition I)</th>
<th>Credit Hours</th>
<th>Is this a repeat course you previously earned a D or E grade at Oswego?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
<td></td>
<td>□ Gen Ed □ Major □ Minor □ Elective □ Cognate □ Concentration □ Credits only</td>
</tr>
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</table>

Check the appropriate category for which the transfer course will be applied at Oswego:

☐ Approved
☐ Denied

DEPARTMENT CHAIR *

GENERAL EDUCATION DIRECTOR **

☐ Approved
Category:_________

☐ Approved
Category:_________

☐ Approved
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☐ Approved
Category:_________

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

<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Student Signature</th>
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<tbody>
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</tr>
</tbody>
</table>

Registrar’s Office Use Only

Degree Candidate? ☐

Note posted to Degree Works ☐

Date: __________________________

* 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
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/](http://system.suny.edu/academic-affairs/acaproplan/general-education/general-education-dashboards/)

Revised: 9/2018