

Off-Campus Study Approval Form

Approval for study at another College or University



Please read instructions on the reverse side.

Student Name _____

Student ID _____

Expected date of graduation: May 20____ August 20____ December 20____

Major/Minor _____

College where course will be taken: _____

Are the courses below via a **SUNY Oswego Study Abroad** program? YES NO

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

SUNY Cross Registration: Do you plan to Cross Register at another SUNY institution/use the SUNY Financial Aid Consortium? YES NO

- o If yes, in addition to this Off Campus Study Approval form, you must submit an online SUNY request at suny.edu/crossregister (Do not register for the course(s) below until you have secured all approvals below, and received approval and instruction from the HOST campus).
- o *Academic approval (below) to transfer a course does not guarantee a corresponding approval to SUNY Cross Register.*

Please indicate the reason for requesting to take the course(s) identified below at another institution:

STUDENT				ADVISOR		DEPARTMENT CHAIR * (department that "offers" course – see advisor instructions on reverse side)		GENERAL EDUCATION DIRECTOR **
Course <i>(i.e. ENG102)</i>	Course Title <i>(i.e. Composition II)</i>	Credit Hours	Is this a repeat course you previously earned a D or E grade at Oswego?	SUNY Oswego equivalent course listed on the Transfer Course Guide	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"/> Yes <input type="checkbox"/> No		<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 Category: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<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 Category: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<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 Category: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<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 Category: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<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 Category: _____

* 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 required if **either** the course is not listed on the [SUNY Gen Ed website](#) **or** is not a SUNY course.

Registrar's Office Use Only
Degree Candidate? <input type="checkbox"/> Note posted to Degree Works <input type="checkbox"/> Date: _____

REQUIRED SIGNATURES

<i>Advisor Signature</i>	<i>Student Signature</i>
x	x

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 sections 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.*
- **Please note the following catalog language regarding upper division credit applicability:**
 - *Community College courses which are equivalent in content to SUNY Oswego upper-division courses (course numbers 300-499) will be transferable as equivalents, but with lower division credit. Lower division courses at four-year colleges may also be deemed as equivalent to upper division courses at Oswego, but they too will only transfer in as lower division courses. In any instance where the equivalent Oswego course is lower division, an upper division course at another institution will be treated as lower division.*
- 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 (login using your Oswego credentials).

Advisor

- Verify that the student has not already transferred in the maximum amount of transfer credits.
- Please review notation above regarding upper division credit applicability.
- 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 (not the chairperson of the students major) 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/>