

# Off-Campus Study Approval Form

Approval for study at another College or University



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

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

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

Major: \_\_\_\_\_

Semester/Year course will be taken:      Fall 20 \_\_\_\_\_      Winter 20 \_\_\_\_\_      Spring 20 \_\_\_\_\_      Summer 20 \_\_\_\_\_

STUDENT		
Transfer Course (i.e. ENG102)	Transfer Course Title (i.e. Composition II)	Credit Hours
STUDENT SIGNATURE: _____		Date _____

ADVISOR <i>Please review the transfer course guide and list the established course equivalency. See instructions on the back of this form.</i>					
SUNY Oswego equivalent course and credits as listed on the <a href="#">Transfer Course Guide (i.e., MAT 210 3 credits)</a>		Check the appropriate category for which the transfer course will be applied at Oswego		Is this a repeat of an Oswego course with an insufficient grade?	
		Gen Ed <input type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Credits Only <input type="checkbox"/>			
ADVISOR Signature – I have reviewed the Transfer Course Guide and have indicated the course equivalency above.				Date _____	

DEPARTMENT CHAIR <i>Please review the course materials supplied by the student to establish a transfer equivalency. See instructions on the back of this form.</i>	
SUNY Oswego equivalent course & credits (i.e., MAT 210 3 credits)	Equivalency status
	<input type="checkbox"/> Equivalent for this student only
	<input type="checkbox"/> Equivalent for all students
DEPARTMENT CHAIR SIGNATURE – I have reviewed the provided course materials and have established the equivalency listed above	Date _____

GENERAL EDUCATION DIRECTOR – if the course listed on the transfer course does not indicate General Education, or the course equivalency established by the Department Chair, is not on the <a href="#">General Education approved course list</a> .	
GE category: _____	Signature _____

## Notes/Information

- Review catalog / Degree Works for requirements and limitations that may impact applicability of transfer coursework, including:
  - residency requirements (degree and in major/minor)
  - maximum transfer credit limits
  - 2-year course credit limits (catalog term less than fall 2023)
  - upper division (300/400-level course) requirements / lower division (100/200-level) course limits
  - minimum grade requirements
  - 54 hours in major (for BA degrees)
  - Repeat Course policy
- Transfer courses are not included in cumulative GPA
- Coursework from community colleges count as Lower Division credits, even in cases where they are deemed equivalent to 300/400 level Oswego courses
- Coursework deemed equivalent to 100/200 level Oswego courses count as Lower Division credit, even if they are 300/400 level at another four-year institution
- Upon completion of the course(s), have an official transcript sent directly from the transfer institution to [registrar@oswego.edu](mailto:registrar@oswego.edu) or:  
*SUNY Oswego  
Registrar's Office  
301 Culkin Hall  
7060 State Route 104  
Oswego NY 13126*
- If you plan to take a course at another SUNY institution (fall, spring & summers only) and plan to use financial aid, you may want to consider SUNY Cross Registration. Information can be found [here](#).

## Student Instructions

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

- Complete this Off-Campus Study Approval form before enrolling in any off-campus coursework
- Meet with your advisor to have a clear understanding of how the course(s) will affect degree progress in your major, minor, etc
- Both you and your advisor must sign this form. If a course does not have an established equivalency on the [Transfer Course Guide](#), additional review will be required by the department chairperson. Please be prepared to provide course materials from the other college
- Once all necessary signatures have been obtained, submit the form to [registrar@oswego.edu](mailto:registrar@oswego.edu) or 301 Culkin Hall. Once submitted, Degree Works notes will be added
- If you change courses at the other institution, or change institutions, you must submit a new form

## Advisor Instructions

- 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 offers such a course  
Note: If the course transferring is to be used towards overall credits only (not in GenEd, Major or Minor), indicate "Elective Credit"
- 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 Chair Instructions

*\*Department Chair signature only required if the transfer course is not listed on the SUNY Oswego [Transfer Course Guide](#),*

- If the course requested does not have an established equivalency on the [Transfer Course Guide](#), please review the course materials provided by the student and establish a transfer equivalency. Please indicate the SUNY Oswego equivalent course, or indicate "Elective Credit"

## General Education Director Instructions

- Review the course equivalency and indicate if a General Education category is to be fulfilled by this course.