

ELIZABETHTOWN COLLEGE APPLICATION TO TAKE COURSES OFF-CAMPUS

PLEASE READ THE CONDITIONS ON OTHER SIDE OF THE FORM

COMPLETE ONE OFF-CAMPUS APPROVAL FORM FOR EACH COURSE AND INSTITUTION

Name: _____
Last First MI

Student ID #: _____ Date: _____

Home Address: _____
Street City State Zip Code

Campus Box # _____ Campus/Cell Phone #: _____ e-mail address: _____

Major: _____ Minor: _____

Total Number of **ALL** Credits (credits completed, already transferred, and in progress): _____

NOTE: Students who have Junior Status (60 or more credits) may not enroll at a 2-year institution (e.g., a community college).

Complete Name of the regionally accredited institution where course will be taken, including state or country.

Students can transfer courses from accredited institutions that are judged by the Registrar and the appropriate department (in the case of courses for a major/minor) to be high quality, involve active delivery methods (ongoing exchange of ideas with an instructor) and are consistent with the mission and program goals of Elizabethtown College. For example, **no independent study or correspondence courses can be transferred.**

Institution Name (State & Country): _____

Course Title: _____ Other School's Course #: _____

Is this course an on-line course? Yes No Semester course will be taken: FA SP SU Other _____

Number of credits: _____** Does it have a lab? _____

Do you wish to apply this course to a Major/Concentration or Minor Declaration?
(If so, departmental approval is required by the department governing the declaration.)

Chair Signature

Date

Course Approved to transfer as

<<<< REMINDER: STUDENTS MAY CARRY UP TO 18 CREDITS **IN TOTAL** DURING A SEMESTER AND 12 CREDITS TOTAL OVER A SUMMER TERM. PLEASE SEE REVERSE SIDE OF FORM FOR A DETAILED EXPLANATION OF OFF-CAMPUS APPROVAL POLICIES.>>>>

Student's Signature

**Elizabethtown operates on a semester credit system. Credits from schools that operate on a different system (e.g., quarter, unit, points, or hours) will be converted to semester credits (see reverse side of this form).

Only credits for courses assigned letter grades of C- or better will transfer. Courses taken P/NP will not transfer.

<<<< PLEASE ATTACH A COPY OF THE COURSE DESCRIPTION or COURSE SYLLABUS TO THIS FORM >>>>

Course is approved: NO YES

Course will transfer as: _____

Comments: _____

Code as: _____ Course is approved as a Core Offering: NO YES Core AU: _____

Date reviewed: _____

Registrar

APPLICATION TO TAKE COURSES OFF-CAMPUS

1. Students may transfer courses from regionally accredited institutions only.
2. **Any student who has earned 60 or more credits may not enroll at a two-year institution (i.e., community college).**
3. A course taken at Elizabethtown College in which a D, W/F, or F was obtained may not be repeated at another institution.
4. **All courses taken off-campus must be cleared through the Office of Registration and Records PRIOR to enrolling in the course.** The college is under no obligation to accept courses from other institutions that are not pre-approved.

Students can transfer courses from accredited institutions that are judged by the Registrar and the appropriate department (in the case of courses for a major/minor) to be high quality, involve active delivery methods (ongoing exchange of ideas with an instructor) and are consistent with the mission and program goals of Elizabethtown College. For example, *no online independent study or correspondence courses can be transferred.*

5. **Upon completion of courses taken off-campus, students are responsible for requesting that the institution send an official transcript directly to the Office of Registration and Records at Elizabethtown College.** The transcript must be a final, official copy. Grade reports or transcripts issued to the student will not be accepted.
6. If you are completing graduation requirements off-campus, **all final official transcripts must be received in the Office of Registration and Records at least one week prior to the anticipated date of graduation.**
7. **Credits only for grades of “C-“or better from another institution are transferable to Elizabethtown College (i.e., the grades do not actually transfer).**
8. Elizabethtown operates on a semester credit system where each credit represents 15 hours of classroom time. Credits from schools that operate on a different system (e.g., quarter, unit, points, or hours) will be converted to Elizabethtown’s semester credits. One quarter credit, for example, equals 0.67 semester credits (4 quarter credits would equal 2.67 semester credits, and 5 quarter credits would equal 3.33 semester credits).
9. **Approval is only valid for semester listed on the reverse side of this form.**
10. **The Off-Campus Approval Form is used by Registration and Records to inform students of how courses from other institutions will transfer to Elizabethtown. It is not an advising recommendation or a sanction of which courses to take. It is the student's responsibility, along with their advisor, to determine which courses should be taken to complete graduation requirements.**
11. **Students may carry up to 18 credits in a semester or 12 credits in a combination of course work during May term and the summer session.** This includes credits in total from all institutions. Enrolling in more than 18 credits from any combination of institutions (or more than 12 in the summer) constitutes an overload and must be separately petitioned using the appropriate form. With approval, students may carry up to 20 credits per semester for an additional per credit charge for the 19th or 20th credit.

***PLEASE COMPLETE THE OTHER SIDE OF THIS FORM AND RETURN IT
WITH A COURSE DESCRIPTION TO THE OFFICE OF REGISTRATION AND RECORDS
AT LEAST TWO WEEKS BEFORE THE CLASS BEGINS.***