

REQUEST TO COMPLETE OFF CAMPUS COURSES

STUDENT NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ CLASS YEAR: \_\_\_\_\_ SPECIALIZATION/ AREA STUDY: \_\_\_\_\_

WHEN WILL THE COURSE BE TAKEN? (SELECT ONE):  FALL 20\_\_\_\_\_  SPRING 20\_\_\_\_\_  SUMMER 20\_\_

BEFORE TAKING A COURSE, BE CERTAIN THAT YOU HAVE NOT ALREADY COMPLETED A COMPARABLE COURSE AT DAEMEN OR ELSEWHERE----CREDIT CANNOT BE GRANTED TWICE FOR A COURSE WITH EQUIVALENT CONTENT.

Please note the following important information relative to the acceptance of off-campus courses:

- A. NO TRANSFER CREDIT WILL BE GRANTED UNLESS:
  - 1. this request form is submitted to the Office of Registrar, completed in-full, with all required signatures;
  - 2. an official transcript is received in Daemen's Registrar's Office and indicates completion of the exact course approved on this form;
  - 3. a minimum grade of "C" is earned in course(s) to be transferred (Grades of "C-", "Pass" are not acceptable).
- B. The Office of the Registrar is NOT responsible for securing either required signatures and/ or information which is not completed on forms submitted to the Registrar's Office. Incomplete forms are considered void and will be returned to the student listed on the form. In such instances, the student must resubmit a full completed and signed form.
- C. RESIDENCY REQUIREMENT: Daemen students are required to complete a minimum of 30 credits of course work at Daemen. Of these 30 credits, at least the final semester's course work before graduation must be taken in-residence. Depending upon a student's major, additional credits beyond 30 AND specific course work may require completion at Daemen. Consult the Academic Programs section of the website, or your Advisor, or Department Chair for full details on in-residence course work requirements.
- D. Grades for transferred courses are not reflected on the Daemen transcript, nor are they included in QPA calculations appearing on the Daemen transcript. RE: ADMISSION TO UPPER DIVISION: Grades for courses taken off campus as part of requirements for admission to upper division are included in QPA calculations.
- E. Daemen is on a semester hour system. Some institutions are on a quarter system, i.e., each quarter hour is the equivalent of 2/ 3 of a semester hour. Students should be certain that courses being transferred will carry the appropriate credit hours.
- F. Including off-campus and Daemen courses, a student may receive credit for a maximum of 15 credits in total for summer study.
- G. If you are a matriculated student and you plan to take a course off-campus at a College or University in the Western New York area, AND you plan to carry a minimum of 12 credits at Daemen during the same semester, you may be eligible to participate in the WNY Cross Registration Program. Consult the Registrar's office for details.

<u>INSTITUTION WHERE COURSE WORK WILL BE COMPLETED</u>	<u>COURSE PREFIX/ #</u>	<u>COURSE TITLE</u>	<u>CREDIT COURSE CARRIES</u>	<u>CREDIT TO BE ACCEPTED</u>	<u>COURSE REQUIREMENT TO BE SATISFIED/ COURSE IN DATABASE*</u>

\_\_\_\_\_  
 Student's Signature    Date    Advisor's Signature    Date

FOR REGISTRAR'S OFFICE USE: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

trans\_cours

FOR COURSES WHICH ARE NOT IN THE DATABASE: THE SIGNATURE OF THE DAEMEN DEPARTMENT CHAIR GRANTING COURSE CREDIT IS REQUIRED:

\_\_\_\_\_  
 Department Chair's Signature    Date