

**OFF-CAMPUS COURSE APPROVAL FORM**

Name: \_\_\_\_\_ Jaspernet ID: \_\_\_\_\_  
 Last Name First Name M.I.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street City State Zip

Major: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_  
 Program School Month/Year

Status:  Freshman  Sophomore  Junior  Senior  Graduate Full-Time MC Student: Yes  No

**STUDENT AGREEMENT**

- I understand that if this request is approved:
- \* I understand I am generally not eligible to receive Financial Aid nor apply for Financial Aid at the institution below. I am responsible for consulting with Financial Aid
  - \* I will arrange to have an official transcript mailed directly by the institution below to the office of the Dean of the School in which I am majoring.
  - \* I understand I **will not receive credit for the course if the official transcript is not received by the Dean's office before the end of the fourth week of the next semester or by the deadline required for graduation clearance.**
  - \* I will only receive credit for an undergraduate course if the grade is a C or higher, or for a graduate course if the grade is B or higher.
  - \* The course will be noted on my Academic Record but the grade will not be included in my Manhattan College grade point average.
  - \* I understand this form requires payment of a Transfer Credit Fee (amount listed online with academic year fees) in order for credit to be entered on my record. Payment can be made in advance, but no later than 5 business days from receipt of official transcript ([manhattan.edu/payoffcampuscourses](http://manhattan.edu/payoffcampuscourses)).
  - \* I understand that as a matriculated student, an overall maximum of 12 credits may be taken in off-campus courses.

 \_\_\_\_\_  
 STUDENT SIGNATURE

 \_\_\_\_\_  
 DATE

**Student Requests Permission to Take the Following Course/s:**

At: \_\_\_\_\_ Semester: Fall  Year: \_\_\_\_\_  
 Institution School Code Spring   
 Summer   
 Winter

IMPORTANT: Is this course your final requirement to graduate?

(Send White Copy to Registrar)

**COURSE:**
**REPLACES:**

DEPT & COURSE#	TITLE	CREDIT	DEPT & COURSE#	TITLE	CREDIT

 \_\_\_\_\_  
 APPROVAL - CHAIRPERSON

 \_\_\_\_\_  
 DATE

 \_\_\_\_\_  
 APPROVAL-DEAN

 \_\_\_\_\_  
 DATE

**(To be completed by Dean's Office after receipt of transcript)**

Off-Campus COURSE and CREDIT ACCEPTED\*

\*An Official academic transcript and an official Financial Aid transcript must be submitted before the end of the fourth week of the next semester or credit will not be granted.

DEPT & COURSE#	TITLE	CREDIT

 \_\_\_\_\_  
 APPROVAL- ACADEMIC ADVISOR

 \_\_\_\_\_  
 DATE