



OFF-CAMPUS COURSE APPROVAL FORM

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

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

Major: \_\_\_\_\_ Phone: \_\_\_\_\_  
Program School

Status: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate

STUDENT AGREEMENT

I understand that if this request is approved:

- \* I will obtain a Financial Aid Form from the Student Financial Services and will submit the form to the other institution (whether or not I am requesting financial aid from the other institution).
- \* I will arrange to have the official Financial Aid transcript mailed directly by the institution noted below to the Student Financial Services office.
- \* I will arrange to have an official transcript mailed directly by the institution noted below to the office of the Dean of the School in which I am majoring.
- \* I understand that 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.
- \* I will only receive credit for an undergraduate course if the grade is a C or higher.
- \* I will only receive credit 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.
- \* Student Financial Services will bill me **the current Transfer Fee** when the Office of the Registrar has entered the course on my Academic Record.

\_\_\_\_\_  
Student Signature Date

STUDENT REQUESTS PERMISSION TO TAKE THE FOLLOWING COURSE(S)

At: \_\_\_\_\_ During: Fall  Term: \_\_\_\_\_  
Institution School Code  
 Spring   
 Summer   
 Winter

COURSE:

REPLACES:

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

\_\_\_\_\_  
Approved—Chairperson Approved—Dean Date

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

Off-Campus COURSE and CREDIT ACCEPTED\* (Please note if this course is being repeated)

\*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	DUPLICATE COURSE

\_\_\_\_\_  
Dean Date

Copy: Registrar (White), Student Financial Services (Yellow), Dean (Pink), Student (Goldenrod)