



OFF-CAMPUS COURSEWORK PERMISSION FORM

STUDENT ADMINISTRATIVE SERVICES

PO Box 5575

POTSDAM, NY 13699-5575

P. 315-268-6451 · F. 315-268-2321

1. STUDENT INFORMATION:

Name: _____ Student Number: _____
Class Year: _____ Local Phone: _____
Major(s): 1. _____ 2. _____

2. OFF-CAMPUS COURSE INFORMATION: (ATTACH COURSE DESCRIPTION)

College you will be attending: _____

**Note: Credit may only be awarded for coursework taken at an accredited institution*

Course (Subject & Catalog #): _____ Title: _____

Number of Credits: _____ Semester hours Quarter hours (see note 1 on reverse)

Semester course will be taken: Spring Summer Fall Winterterm Year: _____

Is this a replacement for a course taken previously at Clarkson University?

Yes No

If Yes, list the course it is replacing: _____

NOTE: May only replace grades of C-, D+, D, or F.

3. COMPARABLE CLARKSON COURSE:

To be completed/verified by the department responsible for the subject of the course at Clarkson

There is no comparable or equivalent course (not approved for transfer)

This course will transfer in as: _____ Credits: _____
Subject and catalog number (Ex: MA 132) (semester hours)

List Knowledge Area/Comm points (or N/A) _____ *See note 2 on reverse regarding the transfer of communication points*
CGI, CSO, EC, IA, IG, STS, UNIV, C1, C2, TECH

4. APPROVALS / SIGNATURES:

Regardless of any approvals on this form, per Clarkson University Regulation III-U Graduation, only a student who is within 6 credit hours of graduating may complete their undergraduate degree off campus.

Student Signature _____

Course Department Chair* _____

First Academic Advisor (or Dept. Chair*) _____

Second Academic Advisor (or Dept. Chair*) _____

if applicable

**For Clarkson's School of Business, forms should be submitted to the Dean's office for course or advisor approval.*

SAS USE ONLY:

Form Logged
 Credit posted, date: _____

DISTRIBUTION:

Student
 Student's Major Department(s)

INSTRUCTIONS

This form must be completed before taking a course at another college or university, to assure transfer of appropriate credit to Clarkson University. Follow the instructions below:

1. Obtain information about the course you plan to take; this should include the course description. Course syllabus and textbook information may also be helpful in evaluation of the course.
2. Complete parts 1 and 2 on the front of this form. Be sure to check the appropriate box to indicate if this course is a repeat course (a course you have taken previously).
3. Complete part 3 if you know the Clarkson course equivalent of the off-campus course. If not, leave it blank for the course department chair to determine, upon review of the off-campus course description and materials. This section **must be complete** before turning in to SAS.
4. You and your advisor should sign the form, and then take it to the department that would offer a similar course at Clarkson for approval. If you do not know which department to take the form to, bring it to Student Administrative Services, or call 268-6451 for assistance.
5. **Upon completion of the course, request an official transcript from the registrar of the college or university attended.** It should be sent to Student Administrative Services, Clarkson University, Box 5575, Potsdam, NY 13699-5575. You will be notified by email once the transfer credit has been posted.

NOTES:

1. Some schools use the quarter system. A 3-credit course taken at such schools is **not transferable as 3 semester hours to Clarkson**, which uses the semester system. 1 Quarter credit is equivalent to 2/3 of a Semester credit.
2. Communication Points will only be awarded after a review of the course syllabus that demonstrates sufficient communication content to warrant such a designation.
3. This procedure ensures that transfer credit will be accepted only for those approved courses that are passed with grades equivalent to the C (2.00) or higher at Clarkson. Grades in these courses are not used in computing your GPA.
4. If you are unable to complete the above procedure prior to enrolling in an off-campus course, you may still qualify for transfer credit by following the above procedures upon completion of the course.