



# Registration and Records Off-Campus Approval Request

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This form is used by Registration and Records to inform students of how courses from other institutions will transfer to Elizabethtown

College. **Please complete one off-campus approval form for each course and institution.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Email: \_\_\_\_\_ Campus Box: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_ Campus Cell/Phone Number: \_\_\_\_\_  
 Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
 Total Number of **ALL** credits (completed, transferred, and currently in-progress): \_\_\_\_\_

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. *No online courses that are independent study or correspondence can be transferred. The Credits – but not grades – will transfer if a grade of C- or better is obtained. The College does not accept courses taken Pass/No Pass (or Satisfactory/Unsatisfactory) at other institutions.*

Students must complete 300 and 400 level core coursework for their major(s) in residence. For a more detailed explanation of the [Transfer Credit Policy](#), please see the online [Catalog](#).

Institution Name: \_\_\_\_\_  
 State: \_\_\_\_\_ Country: \_\_\_\_\_

Course Title: \_\_\_\_\_  
 Institutions Course Code (e.g. AC 101): \_\_\_\_\_ Course Credits: \_\_\_\_\_

*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.*

Course Format (In-Person, Online, Remote, or Hybrid): \_\_\_\_\_ Semester Taken (Fall, Winter, Spring, Summer): \_\_\_\_\_

Course Description or Link to Catalog at the Host Institution: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REMINDER: Students may carry up to 18 credits in TOTAL during the semester or 12 credits in a combination of course work during the Summer (which includes the May Term). Enrolling in more than the established maximums from any combination of institutions constitutes an **OVERLOAD** which **MUST** be separately petitioned using the appropriate form.

Course is Approved: \_\_\_ No \_\_\_ Yes Course is Approved as a Core Offering: \_\_\_ No \_\_\_ Yes Core AU: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Date Reviewed: \_\_\_ / \_\_\_ / \_\_\_ Reviewed By: \_\_\_\_\_

## OFF-CAMPUS APPROVAL POLICY

1. Students can transfer courses from institutions that are regionally accredited or hold accreditation from other, non-regional accreditors recognized by the U.S. Department of Education. Coursework from non-regionally accredited institutions will be reviewed on a case-by-case basis subject to review by the school Dean governing the course discipline, if applicable, or simply accepted for free-elective credit. All off-campus study will be judged by the Registrar and the appropriate program (in the case of courses for a major/minor/certificate) 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.
2. A course taken at Elizabethtown College in which a D, W/F, or F was obtained **may not be repeated at another institution.**
3. **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. For example, **no online independent study or correspondence courses can be transferred.**
4. **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.
5. 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.**
6. **Credits only for grades of "C-" or better from another institution are transferable to Elizabethtown College (i.e., the grade earned at the host institution will not be recorded on your Elizabethtown College transcript, only the credits).**
7. 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).
8. **Approval is only valid for semester listed on the reverse side of this form.**
9. **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 the student's responsibility, along with their advisor, to determine which courses should be taken to complete graduation requirements.**
10. **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 19<sup>th</sup> or 20<sup>th</sup> credit.

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

As the student requesting to take a course off-campus, I have read, understand, and accept the off-campus approval policies as described on this form

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

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Dean of School Governing Off-Campus Course Discipline

\_\_\_\_\_  
Course Equivalency (i.e., BIO101) assigned by School Dean

**If this course is a requirement for a major or minor declaration, the course should be approved by your advisor and the department chair governing the course discipline (i.e., if the course is a chemistry course the Chemistry Chair should classify the course equivalency).**