



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)