OFF CAMPUS COURSE REQUEST FORM

STUDENT NAME _____ **SOCIAL SECURITY #** _____ **DATE** _____

_____ _____ Anticipated Graduation Year _____

Major **Specialization/Area Study (if any)**

When will the course be taken? (Select one): □ **Fall 20____** □ **Intersemester 20___** □ **Spring 20___** □ **Summer 20___**

BEFORE TAKING A COURSE, BE CERTAIN THAT YOU HAVE NOT ALREADY COMPLETED A COURSE WITH THE SAME CONTENT AT DAEMEN OR ELSEWHERE ---- CREDIT CANNOT BE GRANTED TWICE FOR COURSES WITH EQUIVALENT CONTENT. CONSULT THE TRANSFER DATABASE ON THE DAEMEN REGISTRAR'S OFFICE WEB SITE (select the Transfer Courses/Continuing students option at: www.daemen.edu/registrar

IMPORTANT: Please note the following relative to the acceptance of off campus courses:

- **NO TRANSFER CREDIT WILL BE GRANTED UNLESS:**
  - ►this request form is submitted to Daemen's Registrar's office, completed in-full, with all required signatures;
  - ►an official transcript is received in Daemen's Registrar's office and indicates completion of the exact course approved on this form;
  - ►a minimum grade of "C" is earned in course(s) to be transferred (Grades of C- or lower, as well as Pass grades are not acceptable.) **NOTE: If a grade higher than C is required in the course for your major, such higher grade must be achieved in order to transfer the course.**
- **IF TAKING A COURSE FOR CREDIT IN THE CORE:**
  - ►Only Core Electives may be fulfilled with courses taken off campus.
  - ►No transfer courses (other than those = to Daemen's CMP101) will satisfy competencies.
  - ►Unless approved in writing by the Core Director, no transfer course will satisfy a portion or in-full the requirements of: Quantitative Literacy (QL), Research & Presentation (RP), Service Learning (SL), Writing Intensive (WI).
- **The Registrar's office is NOT responsible for securing either required signatures and/or information which is not completed on this form. Incomplete forms are considered void and will be returned to the student. In such instances, the student must resubmit a fully completed and signed form to the Registrar's Office.**
- **RESIDENCY REQUIREMENT:** Daemen students are required to complete a minimum of 30 credits of course work at Daemen. Of these 30 credits, **at least the final semeter's coursework before graduation must be taken in-residence.** Depending upon a student's major, additional credits beyond 30 **AND** specific course work may require completion at Daemen. Consult the Academic Programs section of the web site, or your Advisor, or Department Chair for full details on departmental in-residence course work requirements.
- Grades for transferred courses are not reflected on the Daemen transcript, nor are they included in GPA calculations appearing on the Daemen transcript. RE: ADMISSION TO UPPER DIVISION/PROFESSIONAL PHASE OF PROGRAMS: Grades for courses taken off campus as part of requirements for admission to upper division/professional phase may be factored into GPA calculations. Consult your Department Chair for clarification.
- Daemen is on a semester hour system. Some institutions are on a quarter system, i.e., 1 quarter hour = 2/3 of a semester hour. Students should be certain that courses being transferred will carry the appropriate credit hours.
- **RE: SUMMER STUDY:** Including off campus and Daemen courses, a student may receive credit for a maximum of 15 credits in total for summer study.
  RE: SEMESTER STUDY: If you are a matriculated student and you plan to take a course off campus at a WNY College/University in a semester in which you will be carrying at least 12 credits at Daemen, you may be eligible to participate in the Cross Registration Program, an option which may save you from paying tuition at a participating institution. Consult the Registrar's web page, www.daemen.edu/registrar or office for details.

INSTITUTION WHERE COURSE(S) WILL BE TAKEN	COURSE PREFIX AND NUMBER	COURSE TITLE	CREDIT COURSE CARRIES	CREDIT TO BE ACCEPTED	IS CREDIT TO BE APPLIED TO THE CORE? YES OR NO If YES, only core electives allowed	EQUIVALENT DAEMEN COURSE (see Transfer database)*

_____ _____ _____ _____

Student's Signature **Date** **Advisor's Signature** **Date**

***FOR COURSE NOT IN THE TRANSFER DATABASE:** The signature of the Daemen Dept Chair granting course credit is also required:
_____ Date _____