

PERMISSION FOR OFF-CAMPUS STUDY

Plattsburgh State University

Course description(s) must be attached upon submission of this form for approval.

Name _____ Student I.D. No. _____
 (Please Print)

Class Yr. _____ Local Address _____

Major _____ Local Phone No. _____ Email Address _____

Spring () Summer () Fall () Winter () Year 200 _____

Off-campus Course Number /Title	Credits (Sem./Qt. Hrs.)	Institution	List Plattsburgh's course equivalent and whether it counts toward major, minor, elective or general education.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Obtain the following approval prior to taking course work off campus:

Academic Advisor: _____	Approve _____/	Disapprove _____/	Date _____
Chairperson/Coordinator _____	Approve _____/	Disapprove _____/	Date _____
Asst. to the VPAA: (Kehoe 210) _____ (Required for general education courses only.)	Approve _____/	Disapprove _____/	Date _____

Adherence to the following policies is the responsibility of the student:

1. If you entered Plattsburgh State fall 1997 or thereafter as a freshman, transfer or readmitted student with fewer than 85 credits, you should be knowledgeable of the following policies affecting your decision to take credit at another institution:
 - *Transfer Credit-** A maximum of 67 semester credits earned at two-year institutions and 84 credits at four-year institutions (provided that at least 17 of those hours were completed at a four-year institution) may be applied toward a Plattsburgh State degree.
 - *Senior Residency Requirement::** A matriculated student must earn 30 of the last 36 credits in courses offered through Plattsburgh State. If you entered prior to fall 1997, refer to the college catalog.
 - *Upper Division Requirement::** Students entering Plattsburgh State fall 1998 or thereafter must complete a minimum of 45 credit hours of upper-division courses (designated by Plattsburgh as a 300/400 level course, or its equivalent) for graduation. Of these upper-division credits, 21 must be earned at Plattsburgh, and not more than 24 credits may be transferred to fulfill this requirement.
2. A grade of C or better must be earned for transfer of credit. A grade of C- or below will not be accepted for transfer credit. Graduate students must earn a B or better. Only courses completed and repeated at Plattsburgh affect the Plattsburgh GPA. Duplicate credit will not be accepted.
3. After completion of course work at another institution, forward an official transcript to the Registrar's Office, Plattsburgh State University, 101 Broad Street, Plattsburgh, NY 12901. Final approval by the Registrar of compliance to the applicable policies will be made after receipt of the final official transcript.

Please sign below to indicate that you have read and understand the above information.

Student's Signature: _____ Date: _____

Return form to the Registrar's Office. (Kehoe 308)

Copies to: Registrar (original), Department, Student