

Student must complete form and obtain the required signatures/approval.

## Permission for Off-Campus Study

Student's Name: \_\_\_\_\_  
 (Last) (First) (M.I.)

Student's ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Email: \_\_\_\_\_

Credits completed: Two-Year College \_\_\_\_\_ Four-Year College \_\_\_\_\_ Semester taking course(s): Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

Name of institution you plan to attend: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Transfer Course Number	Transfer Course Title	Credits	Plattsburgh's Major/Minor Equivalent	Plattsburgh's GE Category	Elective Yes or No	Verify Liberal Arts Credit Yes or No	Reason for requesting major, minor, or GE deviation

### Important transfer information, check each box to declare your understanding of each statement:

- \_\_\_\_\_  Plattsburgh reserves the right to deny the transfer of credit that has not been pre-approved.
- \_\_\_\_\_  Minimum grade of D is required for transfer, unless a grade higher than D is required in that course. Transfer grades do not count toward my Plattsburgh GPA.
- \_\_\_\_\_  I will not receive duplicate credit if the courses listed above are repeats of courses completed at Plattsburgh or previously transferred from another institution.
- \_\_\_\_\_  I understand that I must earn 30 of my last 36 credits required for my degree at Plattsburgh (RN nursing majors; students in a SUNY-approved study abroad program, and student required to complete their final coursework off campus are exempt from this requirement).
- \_\_\_\_\_  Undergraduate students are allowed a maximum of 67 credits to transfer from a two-year college and a maximum of 84 credits to transfer from a four-year college.
- \_\_\_\_\_  Graduate students may transfer a maximum of 12 credits from another institution.
- \_\_\_\_\_  A course description for each course must be attached to this form if a course equivalency is not on Plattsburgh's transfer equivalency website at <http://banweb.cc.plattsburgh.edu/pls/banprd/transfer.colleges>.
- \_\_\_\_\_  It is my responsibility to request an official transcript to be forwarded to Plattsburgh's Registrar's Office within one semester of completing the course(s).

Are you a Financial Aid recipient? Yes No

If yes, Financial Aid advisor's signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

Do you plan to earn these credits on a Study Abroad or Exchange program? Yes No

If yes, Study Abroad & Exchanges advisor's signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

### All students must obtain the following signatures:

Advisor: \_\_\_\_\_ Approve Disapprove Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_ Approve Disapprove Date: \_\_\_\_\_

VPAA (required for GE approval only): \_\_\_\_\_ Approve Disapprove Date: \_\_\_\_\_

Registrar: (UG) 2yr \_\_\_\_\_ 4yr \_\_\_\_\_ Total \_\_\_\_\_; (G) transfer \_\_\_\_\_ SFAREGS & GYONOTE/FARE posted (initials/date) \_\_\_\_\_; SFAREGS/AH posted (initials/date) \_\_\_\_\_ Distribution: Registrar (original), department, Bursar, student (VPAA 6/2009)