

WALKER APPLICATION

Non-graduating students IN GOOD STANDING will

OFF-CAMPUS PERMISSION FORM

STUDENT NAME: _____ STUDENT ID#: _____ DATE: _____

Major: _____

Anticipated Graduation Yr: _____

When will the course(s) be _____ Summer 20____

BEFORE TAKING A COURSE ELSEWHERE, BE CERTAIN THAT YOU HAVE NOT ALREADY COMPLETED A COURSE WITH THE SAME CONTENT AT DAEMEN. CREDIT CANNOT BE GRANTED TWICE FOR COURSES WITH EQUIVALENT CONTENT. CONSULT THE TRANSFER DATABASE ON THE DAEMEN REGISTRAR SITE:

https://my.daemen.edu/offices/registrar/transfer_equiv/search.php

IMPORTANT: Please read the following for acceptance of off-campus courses:

- Ø **NO TRANSFER CREDIT WILL BE GRANTED UNLESS:**

_____ in full, with all required signatures;

_____ **h is not**
completed on this form. Incomplete forms are considered void and will be returned to the student. In such instances, the

_____ a _____ and indicates completion of the exact course approved on this form;
- or lower, as well as Pass grades, are not acceptable.)

NOTE: If a grade higher than C in the course is required for your major, such higher grade must be achieved to transfer the course.

- Ø **IF TAKING A COURSE FOR CREDIT IN THE CORE:**

_____ ed 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).

- Ø **RESIDENCY REQUIREMENT:** Daemen students are required to complete a minimum of 30 credits of coursework at Daemen. _____ AND specific coursework may require completion at Daemen.

Consult the Academic Programs section of the website, or your Advisor, or the Department Chair for full details on departmental in-residence coursework requirements. **Academic Programs are available on the web at:**

<https://catalog.daemen.edu/undergrad/academic-programs/>

- Ø Grades for transferred courses are not reflected on the Daemen transcript nor 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 the upper division/professional phase may be factored into GPA calculations. Consult your Department Chair for clarification.
- Ø 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 the courses being transferred will carry the appropriate credit hours.
- Ø **SUMMER STUDY:** Including off-campus and Daemen courses, a student may receive credit for a **maximum** of 15 credits in total for summer study.
- Ø **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. Cross Registration may save you from paying tuition and transcript fees at a participating institution. Consult the Cross _____ ails:

<https://www.daemen.edu/academics/registrar/cross-registration-procedures>

INSTITUTION
WHERE COURSE(S)
WILL BE TAKEN