

# OFF CAMPUS COURSE REQUEST FORM

STUDENT NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

DATE \_\_\_\_\_

Major: \_\_\_\_\_ Specialization/Area Study: \_\_\_\_\_

Antic Graduation Year: \_\_\_\_\_

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: <http://my.daemen.edu/offices/registrar/equivalencies/search.php>

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 in the course is required 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: