

**PROCEDURE**

1. Ursinus College students may study elsewhere provided that:
  - a. The student has achieved satisfactory academic standing, and
  - b. The other institution is accredited.
2. **Prior approval of courses** is required in order to assure credit transfer .

**IMPORTANT NOTE:** If you do not complete the approval process before you leave campus, you run the risk of not receiving approval for your course(s).
3. Complete the **REQUEST FOR PERMISSION TO STUDY ELSEWHERE** form to secure approval.
  - a. List all courses to be taken (include any alternate choices).
  - b. Dates, meeting times and days must be included for each course.
  - c. Attach a copy of the course description(s).
  - d. Sign and date the form.
  - e. Secure your academic adviser's approval and signature.
  - f. Department Chairperson approval and signature is recommended for all courses.
  - g. Department Chairperson approval and signature is **required** for courses in the department of the student's major.
  - h. Submit the form to the Registrar's Office in Myrin Library (third floor).

**TRANSFER OF CREDIT**

1. **To be considered for transfer, courses must be consonant with the rigor, content, and mode of instruction of courses offered at Ursinus.**

Ursinus courses feature in-person interactions between students and between students and faculty that produce discussion that reinforces and intensifies the learning that takes place outside of the classroom. These interactions depend upon the reading of verbal and non-verbal cues and spontaneous responses that can only take place in face-to-face, in-person interactions. In addition, Ursinus courses typically include opportunities for critical thinking, analysis, synthesis, developing arguments through logic, evidence and reasoning, and teamwork, all of which are facilitated by a setting that supports interpersonal interaction and exchange. However, the College does recognize that experiencing a variety of teaching and learning formats can be a benefit to students. For that reason, it is the policy of the College to accept in transfer **no more than two (2) courses totaling no more than eight (8) credit hours** for courses that do not foreground such interactions, as in courses featuring only **online or otherwise mediated instruction**.
2. A grade of "C" or better must be earned so that credit may be accepted.
3. It is the **student's responsibility** to see that an **official transcript** of academic work is sent to the Registrar's Office at Ursinus College, as soon as the term is completed.
4. Students will receive only transfer credit, i.e, grades earned elsewhere will not transfer and will not count in the cumulative GPA at Ursinus.

**NOTE:** Courses may not be taken pass/fail.

**REASONS FOR THIS REQUEST :**

**URSINUS COLLEGE**

**REQUEST FOR PERMISSION TO STUDY ELSEWHERE**

PLEASE PRINT CLEARLY

Name:	Last	First	M.Init
Address:			
Major(s):			

Term:	<b>Summer</b>	<b>Other (Specify)</b>
	_____	_____
	Year	Term/Year
Do you expect to complete graduation requirements at the end of this term?		

NAME OF COLLEGE YOU WISH TO ATTEND STATE

★ All requests to study at another college **must** include a description of the course(s) you wish to take.

★ State your reasons for this request on the reverse side or on a separate sheet of paper.

REQUESTED COURSE						UC COURSE		Dept. Chairperson
Department / Course # / Title	Credits	Dates	# of Weeks	Days/Times	Online Yes/No	Department / Course # / Title	Transfer Credits	Approval

It is the student's responsibility to meet with his/her academic adviser to discuss applicability of course(s) to meet degree requirements.

It is the student's responsibility to request that transcripts be mailed as soon as coursework has been completed.

A **grade of "C" or better** must be earned so that credit may be accepted.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Action:  APPROVED

DENIED

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

Comments: