

REGULATIONS FOR OFF-CAMPUS STUDY

After matriculation at Case Western Reserve University, students are permitted to earn no more than a total of fifteen (15) semester hours at accredited colleges or universities through approved off-campus study. Separate forms are required if taking more than 2 courses or attending more than one institution.

1. Course work may be taken at an accredited institution only with permission **IN ADVANCE** from the Office of Undergraduate Studies. Course descriptions and/or syllabi may be necessary to process the request and should be submitted with the form. **Failure to submit course descriptions and/or syllabi may delay processing of the Off-Campus Study Request Form.**
2. Students must be in **GOOD ACADEMIC STANDING**. Any student placed on probation between receiving permission and the start of the term in which he/she plans to enroll may assume that he/she is no longer eligible to enroll and receive transfer credit for this work. Students on academic probation require special approval and should contact the Office of Undergraduate Studies.
3. Students will not be permitted to take courses at other institutions in Cuyahoga County if they are offered at Case Western Reserve University in the same term. Exceptions to this policy will be permitted only in the event of extenuating financial circumstances, a documented work conflict, or cross registration. Documentation of an extenuating circumstance must accompany the Off-Campus Study Request Form.
4. Students may register for no more than 12 semester hours of credit in any given term. One quarter hour equals two-thirds of one semester hour.
5. Courses taken at other institutions must be taught for a minimum of **three weeks** in order to receive transfer credit.
6. Transfer credit will be allowed only for courses completed with a letter grade of C or higher. These grades will not be recorded on the student's Case Western Reserve University transcript or included in his/her grade point average.
7. Credit earned elsewhere after matriculation is not applied toward the 60 hours required in residence.
8. Courses that do not have direct equivalents at Case Western Reserve University may be transferred as open electives at the 100, 200 or 300 level (for example, "The History of Hawaii" will transfer as HSTY 100 TR). Applicability of these courses will be considered on an individual basis.
9. Acceptability of courses required for satisfaction of major or minor requirements must be determined by the faculty representative from the appropriate department. **Departments require detailed course descriptions, course syllabi and/or textbook lists in order to verify course acceptability. Web-based courses *always* require additional departmental approval.**
10. Students who have not declared a major should consult with their academic advisor(s) or dean about the choice of courses applicable to the degree.
11. **Graduating Seniors Only:** Transcripts must be received by the Office of Undergraduate Studies **no later** than 30 days following Commencement at Case Western Reserve University. It is your responsibility to verify the transcript deadline date by contacting the Office of Undergraduate Studies.
12. **The student is responsible for asking the college or university that he/she attends to send a sealed copy of his/her official transcript to:**

ATTN: Claudia Anderson
Case Western Reserve University
Office of Undergraduate Studies
Sears Building, Room 357
10900 Euclid Avenue
Cleveland, OH 44106-7028



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Sears Building, Room 357
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OFF-CAMPUS STUDY REQUEST

DEADLINE DATE FOR SUBMISSION OF REQUEST FOR SUMMER CLASSES: APRIL 1st

Please allow *at least* 3 weeks for processing. Forms submitted after April 1st cannot be assured a response before summer term begins.

| Student Information (please print) | | | | | |
|---|--|-------------------------------|---------------------------------|---|--|
| Last Name | | First Name and Middle Initial | | SIS (empl I.D.) # | |
| Campus Street Address | | | City, State, Zip | | Current Phone # |
| Home Street Address | | | City, State, Zip | | Home Phone # |
| Email address | Major(s) | | Minor(s) | | Entered Case Graduation Date |
| Off-Campus College or University Information (please print) | | | | | |
| College or University | | | City | | State |
| During (Term/Year) | | Weeks of study | Beginning (date) | | Institution Uses (check one): <input type="checkbox"/> Semester Hours <input type="checkbox"/> Quarter Hours <input type="checkbox"/> International Credits |
| Off-Campus Course(s) Information (please print) | | | | | |
| Requested Course Dept. & Number | | | Requested Course Dept. & Number | | |
| Course Title | | | Course Title | | |
| Hours | <input type="checkbox"/> Classroom Based <input type="checkbox"/> Web Based | Case Course Dept./Number | | Hours | <input type="checkbox"/> Classroom Based <input type="checkbox"/> Web Based |
| Fulfills (check one) <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective | | | | Fulfills (check one) <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective | |
| Dept. Rep. Signature* | | | Dept. Rep. Signature* | | |

***EVERY course must be reviewed and approved by the corresponding Case Western Reserve University department's representative (For example: A Biology major taking Physics must get approval from the Physics Department). EXCEPTION: Approval for courses from Cuyahoga County Community College, Lakeland Community College, and Lorain County Community College are necessary only if the courses are web-based. The community college transfer guides can be found at <http://admission.case.edu/admissions/application/transferAdmission.asp> and list approved courses.**

For Cuyahoga County Residents ONLY: If a course is offered at Case Western Reserve University, it can be taken at another institution in Cuyahoga County only if one of the following conditions applies: 1) Extenuating financial circumstances - please submit a copy of your financial aid award. 2) Work conflict - please submit a letter from your employer documenting time conflict(s).

NOTE: A petition is required if submitting this request after April 1st.

All of the following must be checked before the request for off-campus study will be reviewed.

- I have read the regulations that accompany this form.
- I understand that I must be in good academic standing to participate in off-campus study.
- I understand that to be eligible for a Case Western Reserve University degree, I must complete at least 60 semester hours in residence, with 30 of these hours to be completed after achieving senior status (90 hrs. earned).
- I understand that it is my responsibility to request that an official transcript be sent to the Office of Undergraduate Studies.

STUDENT'S SIGNATURE _____ **DATE** _____

ADVISOR'S SIGNATURE _____ **DATE** _____

| | | | | | | |
|---|--|-----------------------------------|---|--|--------------|---|
| THIS SECTION FOR OFFICIAL USE ONLY | Transfer _____ | Transient _____ | ACST _____ | AP _____ | CUMHRS _____ | <input type="checkbox"/> Cross Registration Applicant |
| Status of Request: | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending | <input type="checkbox"/> Course(s) Require Departmental Approval | | |
| Please Submit: | <input type="checkbox"/> Course Descriptions | <input type="checkbox"/> Petition | <input type="checkbox"/> Letter from Employer | <input type="checkbox"/> Copy of Financial Aid Award | | |
| DEAN'S SIGNATURE | | | | | | DATE _____ |