



CASE

CASE WESTERN RESERVE UNIVERSITY

## 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 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 four weeks in order to receive transfer credit.
6. Students taking courses in another country must complete the study abroad application that can be found at <http://www.case.edu/provost/ugstudies/JYA/JYAindex.htm>, and submit the application with this form.
7. 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 transcript or included in his/her Case grade point average.
8. Credit earned elsewhere after matriculation is not applied toward the 60 hours required in residence.
9. Courses that do not have direct equivalents at Case may be transferred as open electives at the 100, 200 or 300 level (for example, "The History of Hawaii" will transfer as HSTY T100). Applicability of these courses will be considered on a case-by-case basis.
10. 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. Correspondence or web-based courses *always* require additional departmental approval.
11. 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.
12. **Graduating Seniors Only:** Transcripts must be received no later than 30 days after the end of the semester at Case. It is your responsibility to verify the transcript deadline date by contacting the Office of Undergraduate Studies.
13. 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:

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



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Office of Undergraduate Studies  
Sears Building, Room 357  
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Cleveland, OH 44106-7028

### OFF-CAMPUS STUDY REQUEST

DEADLINE DATE FOR SUBMISSION OF REQUEST FOR SUMMER CLASSES: APRIL 15<sup>TH</sup>

Please allow *at least* 2 weeks for processing. Forms submitted after April 15th cannot be assured a response before summer term begins.

Student Information (please print)					
Last Name		First Name and Middle Initial		Case I.D./SSN#	
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"/> Web Based <input type="checkbox"/> Correspondence	Case Course Dept./Number		Hours	<input type="checkbox"/> Web Based <input type="checkbox"/> Correspondence
Fulfills (check one) <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective		Curriculum (check one) <input type="checkbox"/> GER/ENGR Core <input type="checkbox"/> SAGES		Fulfills (check one) <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective	
				Curriculum (check one) <input type="checkbox"/> GER/ENGR Core <input type="checkbox"/> SAGES	
Dept. Rep. Signature*			Dept. Rep. Signature*		

\**EVERY* course must be reviewed and approved by the corresponding Case department's representative (For example: A Biology major taking Physics must get approval from the Physics Department at Case). **EXCEPTION:** Approval for courses from Cuyahoga County Community College, Lakeland Community College, and Lorain County Community College *are necessary only if the courses are correspondence or web-based*. The community college transfer guides can be found at <http://admission.case.edu/admissions/application/transferAdmission.asp> and list approved courses that are not distance learning.

For Cuyahoga County Residents ONLY: If a course is offered at Case, 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 15.

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 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.

Check only if applicable:  I am submitting course descriptions and/or syllabi for courses not listed on the community college transfer guides.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**THIS SECTION FOR OFFICIAL USE ONLY**    Transfer \_\_\_\_\_    Transient \_\_\_\_\_    ACST \_\_\_\_\_    AP \_\_\_\_\_    CUMHRS \_\_\_\_\_    REGHRS \_\_\_\_\_     Cross Registration Applicant

Status of Request:     Approved     Denied     Pending     Course(s) Require Departmental Approval

Please Submit:     Course Descriptions     Petition     Letter from Employer     Copy of Financial Aid Award

DEAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_