



REQUEST FOR OFF-CAMPUS STUDY APPROVAL

Name _____ ID No. _____

Home Address _____ Phone _____

How would you like to receive your student copy? Email to YCP Email or Pick Up

Institution You Wish to Attend _____

Address _____

Semester of Attendance _____ Year _____

A form is required for each institution and each semester you take a course off campus.

1. This form must be completed prior to beginning off-campus courses to be assured that academic credit will be awarded by York College.
2. It is necessary for the student to provide the Academic Advisor and the Registrar with course descriptions in order to determine the appropriate York College course equivalencies. The course descriptions are usually found in college catalogs.
3. **PERMISSION IS NOT GRANTED FOR OFF-CAMPUS REPEATS OF COURSES TAKEN AT YORK COLLEGE.** Credits earned with a "C" or better may be transferred back to York College. Grades earned in courses at other institutions do not transfer to York College. Therefore, only credits completed at York College are computed in the student's grade point average and can be used to raise prior "D" or "F" grades.
4. Undergraduate students are reminded that they must complete the last thirty (30) credit hours of their program at York College to be eligible for graduation.
5. It is the responsibility of the student to have the college or university named on this form to send an official transcript of the work pursued to the Records Office, York College of Pennsylvania, York, PA 17403-3651.
6. Graduate students please see instructions on reverse side of this form.

COURSE(S) YOU WISH TO TAKE				(This section is completed by Advisor or Registrar only.) YORK COLLEGE COURSE EQUIVALENT			
Subj. Code	Course No.	Title	Credits	Subj. Code	Course No.	Title	Credits
Example: PSY	138	Intro. to Psych.	3	Example: PSY	100	Gen. Psych.	3

This student is in good academic standing at York College of Pennsylvania and has permission to transfer to York College the course(s) listed above.

APPROVALS:

Academic Advisor (or Graduate Coordinator) _____ Date _____

Registrar _____ Date _____

I have read and understand the instructions and policies listed on this form.

Student Signature _____ Date _____

GRADUATE STUDIES TRANSFER POLICIES AND INSTRUCTIONS

Students who desire to take courses at another institution must secure prior approval from the appropriate Graduate Program Coordinator. Official graduate transcripts from another institution must be submitted. Transfer credits will be evaluated by the appropriate Graduate Program Committee. Only courses where a grade of "B" or better is earned will be eligible for transfer. Transfer credits will carry no grades or quality points; thus, these credits will not be used in calculating the student's grade point average.

***Master of Business Administration* – Students in the MBA Program may transfer no more than nine (9) credits of 510-level or above coursework into the program.**

***Master of Science in Nursing* – Typically, matriculated students may transfer six to seven (6-7) credits of 500-level or above coursework into the program. Transfer credits will be added to the York College transcript after a student has successfully completed twelve (12) 500-level or above credits at York College.**