



Registration and Records

Off-Campus Approval Request

One Alpha Drive
 Elizabethtown, PA 17022
 Phone: 717.361.1409
 Fax: 717.361.1427

This form is used by Registration and Records to inform students of how courses from other institutions will transfer to Elizabethtown College. **Please complete one off-campus approval form for each course and institution.**

Name: _____ Date: _____
 Student ID: _____ Email: _____ Campus Box: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Country: _____ Campus Cell/Phone Number: _____
 Major: _____ Minor: _____
 Total Number of **ALL** credits (completed, transferred, and currently in-progress): _____

Students can transfer courses from accredited institutions that are judged by the Registrar and the appropriate Department (in the case of courses for a major/minor) to be high quality, involve active delivery methods (ongoing exchange of ideas with an instructor) and are consistent with the mission and program goals of Elizabethtown College. *No online courses that are independent study or correspondence can be transferred. The Credits – but not grades – will transfer if a grade of C- or better is obtained. The College does not accept courses taken Pass/No Pass (or Satisfactory/Unsatisfactory) at other institutions.*

Students who have achieved junior status (60 credits) either through work at Elizabethtown College or a combination of work at the College and another institution are not permitted to transfer additional credits from two-year institutions. For a more detailed explanation of the [Transfer Credit Policy](#), please see the online [Catalog](#).

Institution Name: _____
 State: _____ Country: _____
 Course Title: _____
 Institutions Course Code (e.g. AC 101): _____ Course Credits: _____
Elizabethtown operates on a semester credit system. Credits from schools that operate on a different system (e.g., quarter, unit, points, or hours) will be converted to semester credits.
 Course Format (In-Person, Online, Remote, or Hybrid): _____ Semester Taken (Fall, Winter, Spring, Summer): _____
 Course Description or Link to Catalog at the Host Institution: _____

REMINDER: Students may carry up to 18 credits in TOTAL during the semester or 12 credits in a combination of course work during the Summer (which includes the May Term). Enrolling in more than the established maximums from any combination of institutions constitutes an **OVERLOAD** which **MUST** be separately petitioned using the appropriate form.

Course is Approved: ___ No ___ Yes Course is Approved as a Core Offering: ___ No ___ Yes Core AU: _____

Course Code: _____ Course Title: _____

Date Reviewed: ___ / ___ / ___ Reviewed By: _____

OFF-CAMPUS APPROVAL POLICY

1. Students may transfer courses from regionally accredited institutions only.
2. **Any student who has earned 60 or more credits may not enroll at a two-year institution (i.e., community college).**
3. A course taken at Elizabethtown College in which a D, W/F, or F was obtained may not be repeated at another institution.
4. **All courses taken off-campus must be cleared through the Office of Registration and Records PRIOR to enrolling in the course.** The college is under no obligation to accept courses from other institutions that are not pre-approved. Students can transfer courses from accredited institutions that are judged by the Registrar and the appropriate department (in the case of courses for a major/minor) to be high quality, involve active delivery methods (ongoing exchange of ideas with an instructor) and are consistent with the mission and program goals of Elizabethtown College. For example, **no online independent study or correspondence courses can be transferred.**
5. **Upon completion of courses taken off-campus, students are responsible for requesting that the institution send an official transcript directly to the Office of Registration and Records at Elizabethtown College.** The transcript must be a final, official copy. Grade reports or transcripts issued to the student will not be accepted.
6. If you are completing graduation requirements off-campus, **all final official transcripts must be received in the Office of Registration and Records at least one week prior to the anticipated date of graduation.**
7. **Credits only for grades of "C-" or better from another institution are transferable to Elizabethtown College (i.e., the grades do not actually transfer).**
8. Elizabethtown operates on a semester credit system where each credit represents 15 hours of classroom time. Credits from schools that operate on a different system (e.g., quarter, unit, points, or hours) will be converted to Elizabethtown's semester credits. One quarter credit, for example, equals 0.67 semester credits (4 quarter credits would equal 2.67 semester credits, and 5 quarter credits would equal 3.33 semester credits).
9. **Approval is only valid for semester listed on the reverse side of this form.**
10. **The Off-Campus Approval Form is used by Registration and Records to inform students of how courses from other institutions will transfer to Elizabethtown. It is not an advising recommendation or a sanction of which courses to take. It is the student's responsibility, along with their advisor, to determine which courses should be taken to complete graduation requirements.**
11. **Students may carry up to 18 credits in a semester or 12 credits in a combination of course work during May term and the summer session.** This includes credits in total from all institutions. Enrolling in more than 18 credits from any combination of institutions (or more than 12 in the summer) constitutes an overload and must be separately petitioned using the appropriate form.

With approval, students may carry up to 20 credits per semester for an additional per credit charge for the 19th or 20th credit.

PLEASE RETURN THIS COMPLETED FORM WITH A COURSE DESCRIPTION TO THE OFFICE OF REGISTRATION AND RECORDS AT LEAST TWO WEEKS BEFORE THE CLASS BEGINS.

I have read, understand, and accept the off-campus approval policies as described on this form

Student Signature

Advisor's Signature

Dean of School Governing Off-Campus Course Discipline

Course Equivalency (i.e., BIO101)

If this course is a requirement for a major or minor declaration, the course should be approved by your advisor and the department chair governing the course discipline (i.e., if the course is a chemistry course the Chemistry Chair should classify the course equivalency.