



**APPROVAL FOR STUDY OFF CAMPUS:
BUFFALO STATE: REGISTRAR'S OFFICE, MOOT HALL, 210**

1300 Elmwood Avenue, Buffalo, New York 14222-1095

STUDENT NAME _____ I.D. NUMBER _____

PHONE NUMBER _____

HAS PERMISSION TO ATTEND _____
(Name of College/University)



FOR SEMESTER SUMMER 20 ____ FALL 20 ____ SPRING 20 ____

**Approval By Chair of Course Equivalent (PART 1)
COURSE #1**

(Catalog # & Title of Course Student will register for)

**ACCEPTED FOR
Buffalo State**

(Catalog # & Title of Equivalent)

_____/_____
(Signature Department Chairperson of department offering
Course equivalent at Buffalo State)

(PRINT NAME)

(DATE)

COURSE #2

(Catalog # & Title of Course Student will register for)

**ACCEPTED FOR
Buffalo State**

(Catalog # & Title of Equivalent)

_____/_____
(Signature Department Chairperson of department offering
Course equivalent at Buffalo State)

(PRINT NAME)

(DATE)

Check this box if you are the Director of the Writing Program, and these courses are to fulfill the BSC Basic Communication Requirement.

Instructions for Chair of Department in which student is majoring: Please refer to Transfer Navigator at <http://audit.buffalostate.edu/transfer> for transfer equivalent database.

Read and check all of the following items:

By signing this form you are agreeing to a waiver of the campus residency requirement, if necessary, which states the last 16 credits of a student's degree must be completed at Buffalo State.

Check this box that you have verified from the Student's Degree Navigator Full Report that the course(s) is needed for the student's degree and is not an illegal duplicate for which they have already received college credit.

Check this box if the student will not exceed a maximum amount of 88 semester hours from other accredited institutions (no more than 66 hours can be transferred from two year institutions).

Approval By Chair of Department in which student is majoring (PART 2)

_____/_____
(Signature Department Chairperson of Student's Major at Buffalo State)

(PRINT NAME)

(DATE)

Only sign this form after selecting the two boxes above. (Please retain yellow copy for your department file.)

Instructions For Student:

You must be a matriculated undergraduate student. DO NOT complete the form if you are a graduate student or if you are participating in an overseas program, exchange program or cross-registration.

1. Obtain signature approvals in both Part 1 (chair of the course equivalent, eg: Math course = Math Chair) and Part 2 (Chair of your Major). Please return Original to the Registrar's Office and keep the pink copy for your records. **This form should be filed before you start the course.**
2. Upon completion of the course have an official copy of your transcript from the school you attended sent to Buffalo State, 1300 Elmwood Avenue, Buffalo, N.Y. 14222 ATTN: Off Campus Study Coordinator, Registrar's Office.
3. All transfer credit policies published in the current college catalog will apply.
4. Only credit is transferable. Grades, quality point and cumulative averages do not transfer.
5. A maximum of 88 semester hours may be transferred from other accredited institutions, no more than 66 hours of which may be transferred from two-year colleges.
6. Departments reserve the right to accept or not accept transfer credits in fulfillment of their own major requirements. It is advised that you meet with the department chairperson or your advisor to determine if credit will be accepted. It is useful to have a copy of the catalog from the visiting institution available.
7. The Evaluation of transfer credits is recorded on Degree Navigator by your major department. Credits will be posted to your official transcript by the Registrar's office upon receipt of your official transcript.
8. Courses taken at another institution cannot replace a grade at Buffalo State. You cannot repeat a Buffalo State course for which you earned a grade of C- or less by taking it at another college.
9. Courses taken at institutions using the quarter hour system are transferred back to Buffalo State at 2/3 semester hour for each quarter hour. For example: 3 quarter hours = 2 semester hours.
10. Only courses that meet the Buffalo State writing intensive requirements will be transferred in as fulfilling the W requirement.
11. If you are considering taking an English composition requirement at another institution you must seek prior permission from the Director of Academic Standards in TR110.
12. A minimum of 32 hours, including the last 16, must be completed at Buffalo State, unless approval states otherwise.
13. In addition to the required GPA to graduate with honors, a student must have earned 54 hours at Buffalo State.

I have read and agree to abide by the above policies for
Off Campus Study (Student Signature Required)