

APPROVAL FOR STUDY OFF CAMPUS
BUFFALO STATE: REGISTRAR'S OFFICE, MOOT HALL, 210
1300 Elmwood Avenue, Buffalo, New York 14222-1095



SUBMISSION OF COMPLETED FORM IS REQUIRED. IT IS RECOMMENDED THAT THIS FORM BE COMPLETED PRIOR TO OFF CAMPUS REGISTRATION. PLEASE SEE THE REGISTRAR'S WEBSITE TO DETERMINE IF CROSS-REGISTRATION IS A BETTER OPTION FOR YOU.

STUDENT NAME _____ I.D. NUMBER _____ Rev. 2/20
PHONE NUMBER _____
HAS PERMISSION TO ATTEND _____
(Name of College/University)
FOR SEMESTER SUMMER 20 ____ FALL 20 ____ SPRING 20 ____ J-TERM 20 ____

Part 1

Approval by Chair of Course Equivalent (PART 1)
COURSE _____ **ACCEPTED FOR**
Buffalo State _____
(Catalog # & Title of Course Student will register for) (Catalog # & Title of Equivalent)
 Course equivalency exists in [Transfer Articulation Buffalo State \(TABS\) database](#)

(Signature Department Chairperson/Program Director of department offering course equivalent at Buffalo State) (PRINT NAME) (DATE)

Check this box if you are the Director of the Writing Program, and this course fulfills the BSC Basic Communication Requirement.

Part 2

Instructions for Chair of Department in which student is majoring (PART 2): Please refer to [Transfer Articulation Buffalo State \(TABS\)](#)
 Check this box to confirm that you have verified from the Student's Degree Works Full Report that the course is needed for the student's degree and is not a repeat of a course for a third time. This requires an [Academic Appeals Petition](#).
 Check this box if the student is repeating a course in which a C-, D+, E, EV, or F was earned. A minimum grade of C is required for transfer credit to be applied as a repeated course. Upon transfer of the repeated course, the Buffalo State course grade and credit will be excluded. Please refer to the [Repeating Undergraduate Courses policy](#).
 Check this box to confirm that the student will not exceed a maximum amount of 90 credit hours from other accredited programs (no more than 66 credit hours can be transferred from two-year degree programs). Use the [Transfer Course 'Swap' form](#) if necessary.
 Check this box to confirm that no more than 16 credit hours of repeated courses will be transferred.

Approval by Chair of Department in which student is majoring

(Signature Department Chairperson of Student's Major at Buffalo State) (PRINT NAME) (DATE)

Only sign this form after reviewing the four boxes above. (Please retain a copy for your department file.)

Instructions for Student:
You must be an active 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, e.g.: Math course = Math Chair) and Part 2 (Chair of your Major). Please return the original to the Registrar's Office and keep a copy for your records.
2. All transfer credit hour policies published in the current college catalog will apply. 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. Credit hours will be posted to Degree Works and your official Buffalo State transcript by the Registrar's Office upon receipt of your official transcript.
3. Only credit hours are transferable. Grades, quality point and cumulative averages do not transfer. A maximum of 90 credit hours may be transferred from other accredited institutions, no more than 66 credit hours of which may be transferred from two-year degree programs.
4. You can repeat a Buffalo State course for which you earned a grade of C- or less by taking it at another college. A minimum grade of C is required for transfer credit hours to be applied as a repeated course. Upon transfer of the repeated course, the Buffalo State course grade and credit hours will be excluded.
5. 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. These quarter hour courses cannot be used to repeat a course at Buffalo State.
6. If this form is completed after courses are taken at another institution, there is no guarantee that the transfer credit will be applied.

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