

ALBRIGHT COLLEGE  
PO Box 15234  
Reading, PA 19612-5234

REGISTRAR'S OFFICE  
(610) 921-7256 (Phone)  
(610) 921-7258 (Fax)

### OFF-CAMPUS STUDY APPLICATION

Name (Please Print) \_\_\_\_\_

Institution You Plan to Attend \_\_\_\_\_

Semester/Session \_\_\_\_\_ Year \_\_\_\_\_

Courses must be approved first by the Chairperson of the Department in which the comparable Albright course is offered. The Provost must approve taking courses at a community or junior college.

<u>Dept/Course No.</u>	<u>Title &amp; Description</u>	<u>Credit</u>	<u>Comparable Albright Course</u>	<u>Dept. Chair Signature</u>
1 _____	_____ _____ _____	_____	_____	_____
2 _____	_____ _____ _____	_____	_____	_____
3 _____	_____ _____ _____	_____	_____	_____
4 _____	_____ _____ _____	_____	_____	_____

This student is in good standing at Albright College and has permission to take the courses listed above.

Provost \_\_\_\_\_ Date \_\_\_\_\_  
(for Community or Junior College courses)

Registrar \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT: OFF-CAMPUS COURSES COUNT ONLY AS UNITS TOWARDS GRADUATION; GRADES FROM OFF-CAMPUS COURSE ARE NOT USED IN COMPUTING YOUR GRADE POINT AVERAGE.**

*I have read and understand the instructions and policies on the back of this form.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Student Instructions**

1. Take this form and the catalog course description from the other institution to the Chairperson of the Department in which the comparable Albright course is offered. The Chairperson will review the course description and sign the form if the course is approved.
2. If you are planning to attend a community or junior college, take this form to the Provost's office. The Provost must sign the form to indicate that you have permission to attend a community or junior college.
3. After obtaining the required signatures, return this form to the Registrar's Office.
4. Upon completion of the course, you are responsible for having an official transcript sent to Albright's Registrar's Office.

## **Off-Campus Study Policy**

Current Albright students can transfer courses to Albright from accredited baccalaureate degree-granting institutions or branch campuses of baccalaureate degree-granting institutions. Exceptions to this policy must be approved by the Provost.

No more than four courses can be transferred once a student becomes a degree student at Albright.

Only courses in which a student earns a grade of "C-" or better will transfer to Albright.

The grades earned in transfer courses will not be counted in the Albright grade point average. This means that transfer courses cannot be used to repeat prior "D" or "F" grades to improve a student's grade point average. Also, transfer courses cannot be used to improve a student's grade point average for academic probation purposes.

Students must obtain preliminary approval to take a course at another school, both from the Registrar and from the Chair of the academic department in which the course will be taken. Preliminary approval does not guarantee that transfer credit will be granted. Final approval for transfer credit will only be granted after Albright receives an official transcript and course syllabus (if required by the department) and the course is approved by both the Chair and the Registrar. Departments will use appropriate academic standards in the evaluation of transfer work. This may include but is not limited to the evaluation of a syllabus, course materials, student work, and the administration of an examination by the department. If concentration or related courses are involved, the approval of the department Chair and the final approval of the Provost are required.

Students who transferred to Albright from other institutions are governed by the above rules once they are degree students at Albright. Transfer students must complete at least 16 courses at Albright to earn an Albright degree and they may be required to complete more than 16 to complete specific General Studies and/or Area of Concentration requirements.