

**ALBRIGHT COLLEGE**  
PO Box 15234  
Reading, PA 19612-5234  
[transcripts@alb.edu](mailto:transcripts@alb.edu)

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

## OFF-CAMPUS COURSE APPROVAL FORM

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

Major at Albright: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Box#: \_\_\_\_\_

<u>Dept/Course No.</u>	<u>Title</u>	<u>Comparable Albright Course</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

***\*\*You must attach a course description and the time schedule (start and end dates, meeting days and times) to this form, for each class.\*\****

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

Dept Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(for major courses)

Registrar Signature: \_\_\_\_\_ 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. YOU MUST RECEIVE AT LEAST A "C-" GRADE FOR THE COURSE TO TRANSFER.**

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

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

## **Student Instructions**

- 1. Please attach a course description and the time schedule (start and end dates, meeting days and times) to this form.**
2. If you are taking a course for your Major, take this form and the attachment to the Chair of your Major's Department. The Chair will review the course description and sign the form if the course is approved. If you are taking a related course (for example Accounting for a Business Major), you must also have the signature of the Chair of that course's Department. After obtaining the required signatures, return this form to the Registrar's Office.
3. Upon completion of the course, you are responsible for having an official transcript sent to:

Albright College  
Registrar's office  
P.O. Box 15234  
Reading, PA 19612-5234

## **Off-Campus Study Policy**

Current Albright students can transfer courses to Albright from accredited degree-granting institutions. Exceptions to this policy will be determined by the academic departments involved and the Dean of Undergraduate Studies.

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 (GPA). 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.

**In the case of non-Major courses**, students must obtain preliminary approval to take a course at another academic institution from the Registrar's Office. The Registrar will use academic standards and guidelines provided by the academic departments in granting preliminary approval for a transfer course. Preliminary approval does not guarantee that transfer credit will be granted. Final approval for transfer credit will be granted only when Albright receives an official transcript from the other institution and any other materials that may be requested to establish the nature and transferability of the course, for example a syllabus indicating expected learning outcomes.

**In the case of Major courses**, students must obtain preliminary approval to take a course at another academic institution from the chair of their Major's Department, the chair of the academic department in which course credit is sought (if it is a related course) and from the Registrar's Office. Preliminary approval does not guarantee that transfer credit will be granted. Final approval for transfer credit will be granted only when Albright receives an official transcript from the other institution and any other materials requested to establish the nature and transferability of the course.

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 Major requirements.