



Office of the Registrar

APPROVAL FOR OFF-CAMPUS STUDY

Name: _____

Student: ID #: _____

_____ Freshman _____ Sophomore

Major: _____

Prior to taking the coursework off-campus, you must obtain the approval of:

- 1. Department Advisor
- 2. Office of Academics
- 3. Registrar

Course Work For Approval

College / University: _____

Semester: Fall _____ Spring _____ Summer _____

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>	<u>In Lieu of</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Department Advisor: _____ Date: _____

Senior Director of Academics: _____ Date: _____

Registrar: _____ Date: _____

Please read the following important notes:

- 1. Students may not transfer more than six (6) credits in approved off-campus courses.
- 2. Only credits from Johnson College will be used to compute a student's grade point average (GPA).
- 3. A grade of "C" or better must be earned for transfer of credit. A grade of "C+" or better is required for some health science courses. Please contact your department advisor.
- 4. Johnson College reserves the right to deny transfer of credits.
- 5. After completion of coursework, an official transcript must be sent directly to:
Johnson College - Registrar's Office, 3427 North Main Ave., Scranton, PA 18508

I have read and understand the above information.

Student Signature: _____ Date: _____