



FAIRLEIGH DICKINSON UNIVERSITY

Authorization to Take Courses Off-Campus – Undergraduate Students

Instructions: Students should complete what is in bold and caps and forward the form to the associate dean or school director, who will submit approvals to Records.

STUDENT NAME: _____

STUDENT ID #: _____

DATE OF REQUEST: __/__/__

ACADEMIC INSTITUTION WHERE CREDITS WILL BE TAKEN: _____

SEMESTER CLASS(ES) WILL BE TAKEN: _____

STUDENT SIGNATURE: _____

OFF CAMPUS INSTITUTION			FDU COURSE EQUIVALENCY (to be verified by Associate Dean or School Director)		
Catalog #	Course title	Credits	Catalog#	Course title	Credits

Associate Dean, School Director or Designee

Date

Becton Department Chair (if course is required in the major)

Date

INSTRUCTIONS:

- 1) The student must have a minimum cumulative grade point ratio of 2.00 to be eligible.
- 2) Students must first consult with the academic advisor or department chair regarding any/all plans to take an off-campus course.
- 3) The student or advisor to consult NJTransfer.org to determine the FDU course equivalent and insert above.

- 4) All off-campus authorizations require the signature of the associate dean or school director (or designee) of the student's college or school.
- 5) For students enrolled in an academic program offered by Becton College, courses in the student's major must have the chair's approval in addition to that of the associate dean.
- 6) Students may take courses elsewhere in the summer and winter terms. In all cases, authorization must be obtained *prior* to the academic term in which the course will be taken.
- 7) Students enrolled for course work at FDU may not enroll simultaneously for course work at another institution. If this occurs, the course taken at another institution will *not* be accepted by Fairleigh Dickinson University.
- 8) A minimum grade of C (not P/F) must be earned in any course taken off-campus in order to be counted toward graduation at Fairleigh Dickinson University.
- 9) Students matriculated at Fairleigh Dickinson University and granted permission to take course(s) at another academic institution will have courses transferred in without the grades calculated into the grade point ratio (GPR).
- 10) It is the student's responsibility to have an official transcript of all grades sent to the Records Office from the authorized off-campus institution.
- 11) Once a student is matriculated at FDU, only 15 such credits may be taken off-campus. For transfer students, this maximum of 15 credits will be reduced by 3 credits for every 15 credits earned at another institution and transferred at the time of matriculation.
- 12) A course substituting for a lower-level course at Fairleigh Dickinson University may be taken at either an accredited two-year or four-year institution; but a course substituting for an upper-level course at Fairleigh Dickinson University must be taken at an accredited four-year institution.
- 13) Any courses taken at Fairleigh Dickinson University may not be repeated elsewhere.