



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

## REQUEST FOR OFF-CAMPUS STUDY

- All courses must be approved for transfer by the Registrar before requesting permission from the Assistant Academic Dean. You are responsible for providing the Registrar with sufficient information (ex. Course Descriptions) about the proposed course(s) for proper determination to be made.
- Permission to study off-campus must then be obtained from the Assistant Academic Dean prior to registering for any course(s).
- Courses taken off-campus may not be used to fulfill general education or major requirements. Exceptions to this policy are granted only for special circumstances and prior approval must be obtained from the major advisor (for the major courses) and the Assistant Academic Dean.
- Only courses with a final grade of “C” or better will be accepted from another college. For Pass/fail grade, written verification what a “Pass” is equivalent to at least a “C” is required.
- Grades for courses taken at another college are not calculated in your Notre Dame GPA.

**Remember that it is your responsibility to request a transcript of your grades if you take a course off-campus. Transcripts must be received during the following semester in order to be posted to your Notre Dame transcript.**

Student ID # \_\_\_\_\_ Name \_\_\_\_\_  
*Last First Middle initial*

Major(s) \_\_\_\_\_ Class \_\_\_\_\_

Semester:  Fall  Winterim  Spring  Summer Year: \_\_\_\_\_

### I REQUEST PERMISSION TO TAKE THE FOLLOWING COURSE(S):

HOST INSTITUTION _____ <i>Name of College / University</i>		
<b>COURSE ID &amp; TITLE</b>	<b>AS AN ELECTIVE</b>	<b>REQUIREMENT#</b>

**APPROVAL OF COURSE(S) FOR TRANSFER** \_\_\_\_\_  
*Registrar Date*

\_\_\_\_\_  
*Advisor Date Assistant Academic Dean Date*

#### FOR OFFICE USE ONLY

COURSE	CREDIT	GRADE	POSTED (DATE)

\_\_\_\_\_  
*Registrar's signature Date*