



NOTRE DAME
OF MARYLAND
UNIVERSITY

REQUEST FOR OFF-CAMPUS STUDY

- All courses must be approved for transfer by the student's Academic Advisor, Department Chair and the School Dean/Associate Dean. The student is responsible for providing the Advisor and Chair with sufficient information (ex. Course Descriptions) about the proposed course(s) for proper determination to be made.
- 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 Dean for all General Education Courses.
- Only courses with a final grade of "C" or better will be accepted at NDMU from another institution. For Pass/fail grades, written verification from the host institution of what constitutes a "Pass" is equivalent to is required. For all other courses, an earned grade of at least a "C" is required.
- Grades for courses taken at another institution are not calculated in your Notre Dame GPA.

Remember: It is the student's responsibility to request a transcript from the host institution. Transcripts must be received no later than mid-semester in the immediately succeeding semester in order to be posted and articulated to the NDMU transcript. Failure to submit the transcript to NDMU could result in forfeiture of any earned credit.

Student ID # _____ Name _____
Last First Middle initial

Major(s) _____ Class _____

Semester: Fall Spring Summer Year: _____

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

HOST INSTITUTION _____
Name of College / University

COURSE ID & TITLE	AS AN ELECTIVE	REQUIREMENT#

APPROVAL OF COURSE(S) FOR TRANSFER

Advisor Date Chair Date School Dean or Associate Dean Date

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FOR OFFICE USE ONLY

COURSE	CREDIT	GRADE	POSTED (DATE)

Registrar's signature Date