



Off-Campus Undergraduate Course Approval Form

To be used for courses taken Off-Campus while being actively enrolled in an undergraduate degree program at the University.

- Directions: 1. Use one form for each course. Check RAMS (Records Articulation Management System) to see if an FSU course equivalency exists. 2. Complete the form and obtain the appropriate signatures. 3. Return completed form to the Office of the University Registrar prior to enrolling the course. 4. An Official Transcript ("Issued to Student" not acceptable) of the Off-Campus course listing the final grade and course credit is to be received by the Office of the University Registrar at Framingham State University upon completion of the course. This transcript must be requested by the student from the college/university at which the course was taken.

Please Print Student Name: FSU ID#: Address: Major1: Major2: FSU Email: @student.framingham.edu Minor(s):

Anticipated Semester & Year of Degree Completion:

College/University where the course is to be taken:

Course Number: Course Title: Credit Hours:

The Course Description must be attached if the course is not in RAMS. Semester/Term and year during which the course will be taken:

Please give the specific start and end dates of the course: Course begins on: and ends on: MM/DD/YYYY MM/DD/YYYY

I am requesting the following status for this course:

Domain GenEd: Core English: ENGL 110 Core Math: MATH xxx Domain I-A Creative Arts Domain I-B Humanities Domain I-C Language Domain II-A Analysis, Modeling Domain II-B Natural Sciences Domain III-A Past Perspectives Domain III-B Contemporary Perspectives Domain III-C Global Competency II-B Lab Course Laboratory Course Major/Minor/Elective: Major Department Requirement* Major Department Elective* Major-Related Requirement* Major-Related Elective* Minor Requirement Free (Open) Elective Initial Licensure Constitutions Course

By signing below, I understand it is my responsibility to submit this request prior to enrolling the course and, that after completion of the course, an official transcript must be requested from the host college/university by me to be sent directly to Framingham State University, Office of the University Registrar.

*It is my responsibility to obtain approval from the Department Chair of my major for a course that is not listed an equivalent to a FSU course as found in RAMS.

I have read the additional information provided on this form, which explains how transfer credit is awarded to my FSU undergraduate academic transcript.

Student's Signature Date

*To be completed by the Course and Major Department Chairs. This course will fulfill the following major requirement(s):

Major Department Requirement Major-Related Requirement Major Department Elective Major-Related Elective

Major Course Substitution and/or Equivalent Major-Related Course comments:

Approved By:

Signature of student's Major Department Chair Date

Signature of Course Department Chair (only needed if course is outside of the major department) Date

Please Print

Student's Name: _____
Last Name First Name M.I.

FSU ID#: _____



Framingham
State University

Framingham State University
Office of the University Registrar
100 State Street, PO Box 9101
Framingham, MA 01701-9101

Off-Campus Undergraduate Course Approval Form Transfer Credit Worksheet

Additional information regarding approval and posting of an Off-Campus course:

Approval for ANY Off-Campus coursework must be obtained **PRIOR to enrolling in the course**. Retroactive approvals are NOT permitted.

An official transcript of the approved course must be submitted to the Office of the University Registrar within six (6) weeks after the completion of the course. It is the student's responsibility to have official transcripts sent directly by the institution to the Office of the University Registrar.

Only courses with a final grade of C- (1.70) or better will be accepted as transferable. A Pass/Fail grade or Credit/No Credit grade is not transferable unless otherwise indicated on the transcript key that the value of Pass or Credit is equal to a C- (1.7) or higher.

While the course work in "In-Progress", the course will appear on the transcript and the degree audit with a grade notation of "*TR" signifying "Tentative Transfer Credit" has been temporarily awarded. Only after the official transcript is received and the earned final grade is a C- (1.7) or higher will the transcript and degree audit be updated to show a final grade of "TR".

Transfer credits and grades will not affect the Institutional GPA, but will be used in determining "attempted" credits when determining academic standing. Effective Fall 2022, coursework taken as an equivalent course from another institution may be used to replace a course previously taken at FSU. The transfer credit will replace the course taken at FSU as a Course Repeat (see Course Repeat Policy for details).

All approved courses accepted in transfer will be awarded in the amount equal equivalent to FSU's course-credit. For example:

- Transfer courses that bear 4 credit (or semester) hours from the sending institution are the equivalent of 1 FSU course-credits.
- Transfer courses that bear 3 credit (or semester) hours from the sending institution are the equivalent of 0.75 FSU course-credits.
- Transfer courses that bear 2 credit (or semester) hours from the sending institution are the equivalent of 0.50 FSU course-credits.
- Transfer courses that bear 1 credit (or semester) hour from the sending institution are the equivalent of 0.25 FSU course-credits.

Students must complete a minimum of thirty-two (32) FSU course-credits* for undergraduate degree requirements.

**One (1) FSU course-credit is equivalent to four (4) credit (or semester) hours.*

Please refer to the FSU Undergraduate Catalog, Academic Regulations section, for the policy regarding "Transfer Courses (after matriculation)" for further information.

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To be completed by the Office of the University Registrar:

Credit Conversion Credit Hours for Individual Transfer Course ____ divided by 4* = _____ **FSU Course-credits**

Reviewed by: _____

Date: _____

Student Notified via FSU student email on this Date: _____
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