

REGULATIONS FOR OFF-CAMPUS STUDY

After matriculation at Case Western Reserve University, students are permitted to earn a maximum of 15 credit hours of domestic off-campus study towards the total required for their degree program. Any off-campus study beyond 15 credit hours may only be taken through approved study abroad programs. Credit earned at another institution after matriculation is not applied toward the requirement of a minimum of 60 credit hours earned at CWRU, including the last 15 credit hours earned after a student has earned a total of 105 credit hours.

Student Eligibility

1. Students must be in good academic standing and be eligible to enroll at CWRU in the semester they are planning to take the off-campus study course. Exceptions may be granted by petition to the Undergraduate Advising Support Office.
 - a. Any student placed on probation between receiving permission and the start of the term in which they plan to enroll are no longer eligible to enroll and receive transfer credit for this work.
 - b. Students who withdraw from the university after the end of the 11th week of the semester may not enroll for the next two academic sessions, including the summer session.
2. Students may register for no more than 12 off-campus semester credit hours in any given term. Courses taken off-campus are considered part of a student's total enrollment for the academic term during which it occurs, and they are subject to CWRU credit hour enrollment limits.
3. Students will not be permitted to take courses at other institutions in Cuyahoga County if they are offered at Case Western Reserve University in the same term. Exceptions to this policy will be permitted only in the event of extenuating financial circumstances or a documented work conflict. Documentation of an extenuating circumstance must accompany the Off-Campus Study Request Form.

Course Eligibility

4. Courses may be taken at an accredited institution of higher education only with permission from the Undergraduate Advising Support Office.
5. Transfer credit will be allowed only for courses completed with a letter grade of C or higher. These grades will not be recorded on the student's Case Western Reserve University transcript or included in their grade point average. TR will be the grade assigned to transferred courses on the CWRU transcript.
6. Courses taken at other institutions must be taught for a minimum of three weeks to receive transfer credit.
7. Students are responsible for providing Academic Representatives with syllabi, schedules of topics, and/or textbook lists to verify course transferability. Web-based courses *always* require departmental approval.
8. Courses that do not have direct equivalents at Case Western Reserve University may be transferred as open electives at the 100-, 200-, or 300-level. This is determined by the Academic Representative of the department awarding credit. (For example, "The History of Hawaii" could transfer as HSTY 100TR.) Applicability of these courses to degree requirements will be considered on an individual basis.

Transcripts

Students are responsible for asking the college/university they attend to send an electronic copy of their official transcript to ugadvisingsupport@case.edu or a physical, sealed copy of their official transcript to

Undergraduate Advising Support Office
Case Western Reserve University
Sears Building, Room 340
10900 Euclid Ave.
Cleveland, OH 44106-7028

Graduating Seniors: Transcripts must be received by the Undergraduate Advising Support Office before a degree can be conferred. It is the student's responsibility to verify deadlines relevant to their degree conferral date with their four-year advisor. If a student has not completed all work for a course taken off-campus by the CWRU degree conferral date, their graduation date will be changed to the next academic term.

OFF-CAMPUS STUDY REQUEST

Request forms for summer classes should be submitted by **April 1**. *Please allow two weeks for processing.*

Separate off-campus study request forms are required if attending more than one institution.

Permission to study off-campus is not final until this form is approved by the Undergraduate Advising Support Office and the student receives a signed copy.

Student Information							
Last Name		First Name and Middle Initial		CWRU ID (7-digit number)			
CWRU Email Address		Other Email Address (optional)		Phone Number			
Four-Year Advisor		Major(s)		Entered CWRU		Graduation Date	
Off-Campus College or University Information							
College or University				City		State	
Institution uses (check one): <input type="checkbox"/> Semester Hours <input type="checkbox"/> Quarter Hours <input type="checkbox"/> Other Credit System							
During (Term/Year)		Weeks of Study	Begin Date		End Date		
Off-Campus Course(s) Information							
Course #1 -- Host institution's Course Dept. & Course Number				Course #2 -- Host institution's Course Dept. & Course Number			
Course Title				Course Title			
For Academic Representative to Complete:				For Academic Representative to Complete:			
<input type="checkbox"/> Classroom <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	Hours	CWRU Course	<input type="checkbox"/> One-Time Approval <input type="checkbox"/> 3-Year Approval	<input type="checkbox"/> Classroom <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	Hours	CWRU Course	<input type="checkbox"/> One-Time Approval <input type="checkbox"/> 3-Year Approval
*Academic Rep. Name				*Academic Rep. Name			
Academic Rep. Signature				Academic Rep. Signature			

*Courses must be approved by the academic representative of the department that teaches the subject at CWRU. The list of academic representatives is available at case.edu/studentlife/ugadvisingsupport. **EXCEPTION:** Approval of courses from Cuyahoga County Community College, Lakeland Community College, and Lorain County Community College is necessary only if the courses are web-based, are not approved as web-based, and/or are not listed as transferable on the [Northeast Ohio Community College Transfer Guides](#).

For Cuyahoga County residents only: If a course is offered at CWRU, it can be taken at another institution in Cuyahoga County only if one of the following conditions applies:

1. Extenuating financial circumstances: Please submit a copy of your financial aid award.
2. Work conflict: Please submit a letter from your employer documenting time conflict(s).

All of the following must be agreed to before the request for off-campus study will be reviewed:

I have read the regulations accompanying this form and the information above about course approval.

I understand that I must be in good academic standing at CWRU at the time I am enrolled in classes at another institution. (See #1a on first page.)

I understand that to be eligible for a CWRU degree, I must complete at least 60 semester hours in residence; that I may take no more than 15 credit hours off campus (except for study abroad); and that 15 hours are to be completed at CWRU after achieving senior status (105 hours earned).

I understand that it is my responsibility to request an official transcript be sent to the Undergraduate Advising Support Office.

STUDENT'S SIGNATURE _____ **DATE** _____

I certify that I have had a conversation with this student about the implications of off-campus study for their completion of degree requirements, pending approval of Undergraduate Advising Support for the above-named courses. Signing this form does not constitute approval of course content or the transferability of courses to CWRU.

ADVISOR'S SIGNATURE _____ **DATE** _____

FOR UNDERGRADUATE ADVISING SUPPORT USE ONLY

Transfer/Text Credits

Pre-Matric Transfer Credits _____ Domestic Transfer Credits _____ Study Abroad _____ Test Credits _____

Student Status

Academic Standing _____ Graduation Term _____ Earned Hours _____

OCS Term Information

Term Hours: CWRU _____ Off-Campus _____ Eligibility for Study: Yes No

Request Status

Approved Denied Pending: _____

DEAN'S SIGNATURE: _____ **DATE:** _____

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