

REGULATIONS FOR OFF-CAMPUS STUDY

After matriculation at Case Western Reserve University, students are permitted to earn no more than a total of 15 semester hours at accredited colleges or universities through approved off-campus study. Separate off-campus study request forms are required if taking more than two courses or attending more than one institution.

1. Course work may be taken at an accredited institution only with permission in advance from the Office of Undergraduate Studies.
2. Students must be in good academic standing. Any student placed on probation between receiving permission and the start of the term in which he/she plans to enroll may assume that he/she is no longer eligible to enroll and receive transfer credit for this work. Students on academic probation require additional approval and should contact the Office of Undergraduate Studies.
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, a documented work conflict, or cross-registration. Documentation of an extenuating circumstance must accompany the Off-Campus Study Request Form.
4. Students may register for no more than 12 semester hours of credit in any given term. One quarter-hour equals two-thirds of one semester hour.
5. Courses taken at other institutions must be taught for a minimum of three weeks in order to receive transfer credit.
6. 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 his/her grade point average.
7. Credit earned elsewhere after matriculation is not applied toward the 60 hours required in residence.
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. (For example, "The History of Hawaii" will transfer as HSTY 100 TR.) Applicability of these courses will be considered on an individual basis.
9. Acceptability of courses required for satisfaction of major or minor requirements must be determined by the faculty representative from the appropriate department. Departments require detailed course descriptions, course syllabi, and/or textbook lists in order to verify course acceptability. Web-based courses *always* require additional departmental approval.
10. Students who have not declared majors should consult with their academic advisors or deans about the choice of courses applicable to their degrees.
11. Students are financially responsible for payment of all tuition and fees at the institution in which they enroll. This does not apply to students participating in the Cross-registration Program which allows full-time students in good standing to register for a course tuition-free at one of the participating Cleveland area institutions. Cross-registration is available only during the fall and spring semesters.
12. **Graduating seniors only:** Transcripts must be received by the Office of Undergraduate Studies no later than 30 days following Commencement at Case Western Reserve University. It is your responsibility to verify the transcript deadline date by contacting the Office of Undergraduate Studies. If a student has not completed all work for a course taken off-campus by the CWRU degree date, his or her degree date will be changed to the next CWRU degree date.
13. Students are responsible for asking the college/university they attend to send a sealed copy of their official transcripts to:
ATTN: Claudia Anderson
Case Western Reserve University
Office of Undergraduate Studies
Sears Building, Room 447
10900 Euclid Ave.
Cleveland, OH 44106-7028

OFF-CAMPUS STUDY REQUEST

The deadline for summer classes is April 1. Please allow at least two weeks for processing. Forms submitted after April 1 cannot be assured a response before summer term begins.

Student Information					
Last Name		First Name and Middle Initial		CWRU ID #	
Campus Street Address			City, State, ZIP code		Current Phone #
Home Street Address			City, State, ZIP code		Home Phone #
Email address		Major(s)		Minor(s)	
				Entered CWRU	Graduation Date
Off-Campus College or University Information					
College or University			City		State
During (Term/Year)		Weeks of study	Beginning (date)		Institution uses (check one):
					<input type="checkbox"/> Semester Hours <input type="checkbox"/> Quarter Hours <input type="checkbox"/> International Credits
Off-Campus Course(s) Information					
Requested Course Dept. & Course Number			Requested Course Dept. & Course Number		
Course Title			Course Title		
Hours	<input type="checkbox"/> Classroom-based <input type="checkbox"/> Web-based <input type="checkbox"/> Blended/Hybrid		CWRU Course Dept. & Course Number		
Hours	<input type="checkbox"/> Classroom-based <input type="checkbox"/> Web-based <input type="checkbox"/> Blended/Hybrid		CWRU Course Dept. & Course Number		
Fulfills (check one): <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective			Fulfills (check one): <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective		
Academic Rep. Signature*			*Academic Rep. Signature		

*Every course must be reviewed and approved by the academic representative of the CWRU department that would offer the same or a similar course. (Example: A biology major taking physics must get approval from the physics department at CWRU). For the list of academic representatives, visit case.edu/ugstudies. **EXCEPTION:** Approval for 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 on the transfer guides as transferable. The community college transfer guides can be found at <https://case.edu/ugstudies/students/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 checked 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 #2 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 that an official transcript be sent to the Office of Undergraduate Studies.

STUDENT'S SIGNATURE _____ **DATE** _____

I certify that I have had a conversation with this student about the implications of off campus study for his/her completion of degree requirements, pending approval of Undergraduate Studies 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 STUDIES USE ONLY

Transfer____ Transient____ ACST____ AP____ CUMHRS____ REGHRS____ Cross-registration applicant____

Status of request: Approved Denied Pending Course(s) require departmental approval

Please submit: Course descriptions Petition Letter from employer Copy of financial aid award
 Advisor's signature

DEAN'S SIGNATURE _____ **DATE** _____

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