Dear Students and Faculty,

As stated in the transfer credit policy, matriculated students may transfer in “a maximum of 6 credits of online courses from a regionally accredited school.” In recognition that many institutions are offering only online courses this summer, Lycoming College is temporarily suspending the 6-credit limit for online coursework taken at other institutions. This policy change will begin on May 1, 2020 and end on August 31, 2020.

As with all courses taken at other colleges and universities, students must seek preapproval before enrolling in off-campus courses. The off-campus approval process ensures that the transfer course will be accepted and clarifies the course equivalency at Lycoming College.

STUDENTS: Steps for taking a course off-campus:
1. Do your research about the other institution (i.e. costs, registration deadlines, course availability).
2. Complete the Off-Campus Course Request Form (found here on MyLyco)
   a. If you do not have access to a computer or Adobe, you may simply write out your request in the body of an email. Be sure to include all of the required information.
3. Email the completed form to michewicz@lycoming.edu.
4. Include the appropriate faculty members on the “CC” line of the email:
   a. Your academic advisor
   b. The department chair of the course (e.g. the chair of the Biology Department if it is a biology course)
   c. The department chair of your major/minor—only for courses that will fulfill a major or minor requirement
5. Attach a screenshot of the course details from the other institution’s website. This should include the course description and specify whether it is an online, hybrid, or traditional course.

Once the Registrar’s Office receives email responses from all of the necessary faculty members voicing their support for the transfer course, you will receive an email confirmation stating the course has been approved for transfer.

If you have any questions about off-campus courses, please do not hesitate to reach out to me directly.

Sincerely,

Jilliane

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