I. HOW TO TAKE A COURSE OFF CAMPUS

- After a student becomes a degree-seeking candidate, permission must be obtained before any course can be taken off campus.
- The grade earned at the transfer institution, including “F” and “W”, will be posted on my Lycoming transcript and will count towards my GPA.
- The course will transfer only for the number of credits earned at the transfer institution except for courses equivalent to MATH 100 which transfer only as 2 credits and Physical Activities courses which transfer as 0 credits.
- **The student is responsible for having an OFFICIAL transcript sent to Lycoming’s Registrar upon completion of the course.**
- **Students who do not get prior approval will not receive credit for the course.**
- Complete the Request to Take a Course Off Campus form.
- Include a copy of the course description or syllabus from the institution offering the course.
- Obtain your advisor’s signature.
- Obtain the signature of the chairperson of the department at Lycoming which offers the course.
- If the course is to be used towards major or minor requirements, the chairperson of that department must also sign the form.
- Return the completed form to the Registrar.
- The Registrar’s approval is the final step in this process.

II. ONLINE COURSE TRANSFER POLICY

- To meet the minimum requirements, on-line courses must meet the following criteria:
  - Accredited from a Regionally accredited institution
  - Are not from the following institutions:
    - American Intercontinental University
    - Ashworth
    - Capella
    - Colorado Technical University
    - Devry
    - Grand Canyon University
    - Jones International University
    - Kaplan
    - Strayer
    - University of Phoenix
    - Walden University
- On-line/blended/hybrid courses will NOT transfer to Lycoming, unless the institution offers a substantial number of traditional classroom courses; to be determined by the Registrar
- Maximum of 6 on-line/blended/hybrid credits are allowed.
- Students who transferred into Lycoming College with online courses are not eligible to take additional online courses
- **This list is not inclusive. Any or all of on-line courses may be approved or denied based on determination by the Registrar’s Office.**

*Other exclusions may apply*