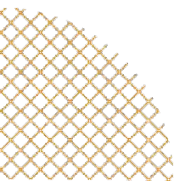


RCNJ

Off-Campus Study Procedure

Center for Student Success



Step 1: Determine Eligibility for Off-Campus Study

- Review your transcript in Web Self-Service to see if you meet the credit requirements for off-campus study
 - To be eligible for off-campus study at a 2-year institution, a student must have fewer than 70 earned credits.
 - To be eligible for the College Level Examination Program (CLEP), a student must have fewer than 70 earned credits.
 - To be eligible for off-campus study at a 4-year institution, a student must have fewer than 96 earned credits.

Step 2: Identify Equivalent Course at Other Institution

- The course you take off-campus must be equivalent to a course/requirement offered at Ramapo.
- To find equivalent courses at a New Jersey community college:
 - Use NJtransfer.org (details on next slide).
- To find equivalent courses at a 4-year institution or a community college outside of New Jersey:
 - Review the institution's catalog and course descriptions to assess for probable equivalency.
 - If you have questions about the equivalency of a course, you may provide the convener of the program/department at Ramapo with the course description and syllabus from the other institution. The convener can then assess for equivalency.
 - Do your due diligence to assess equivalency before involving a convener.

Using NJtransfer.org to Identify Equivalent Courses

- Finding a course that satisfies a Ramapo gen ed:
 - NJtransfer.org > Students > find course equivalencies > transfer from [local community college] and transfer to Ramapo > advanced search > Ramapo College GenED: [choose gen ed category that you wish to fulfill] > Go
- Finding a specific course:
 - NJtransfer.org > Students > find course equivalencies > transfer from [local community college] and transfer to Ramapo > list all equivalencies > search > find in page (CTRL+F) > enter the course code of the course you're looking for without a space between the department abbreviation and course number (ie. CRWT102). This will show you the equivalent of that course at your local community college, if there is one.

Note: NJtransfer.org only works for courses taken at NJ community colleges.



Step 3: Submit Off-Campus Study Request Form

- Submit the [Off-Campus Study Request form](#).
 - For this, you will need to know the course number and title of the course(s) you intend to take at the other institution.
- Allow up to 7 business days for the request to be approved or denied.

Step 4: Apply to the Other Institution & Register

- Apply to the institution you will be taking the off-campus course(s) at as a visiting student.
 - You may need to send a copy of your Ramapo transcript. Transcripts must be requested through the Registrar's Office.
- After being accepted as a visiting student, register for the approved course(s).

Step 5: Transfer Credits to Ramapo

- After the course is complete and your grade is finalized, send your transcript from the off-campus institution to Ramapo's [Registrar's Office](#).
 - The credits will be added to your Ramapo transcript as the course identified on your approved Off-Campus Study Request if a minimum grade of C was earned.
 - Transfer credits have no impact on GPA.