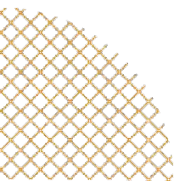


Off-Campus Study Procedure

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
 - Once a student obtains 96 credits, they are no longer eligible to take any courses off campus. The last 32 credits towards a degree **MUST** be completed at Ramapo.
 - The maximum number of credits a student can transfer in from a 2-year institution or CLEP is 65. The maximum number of credits a student can transfer in from a 4-year institution is 96.

Step 2: Identify Equivalent Course at Other Institution

- The course you take off-campus must be equivalent to a course or 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. A determination of appropriate equivalence will be made when the Off Campus Study Request Form is reviewed by the Center for Student Success.

Using NJtransfer.org to Identify Equivalent Courses

- Finding a course that satisfies a Ramapo gen ed:
 - [NJtransfer.org](https://njtransfer.org) > Students > find course equivalencies > transfer from > select community college > transfer to Ramapo > advanced search > Ramapo College GenED: choose gen ed category that you wish to fulfill > Go
- Finding a specific course:
 - [NJtransfer.org](https://njtransfer.org) > Students > find course equivalencies > transfer from [local community college] and transfer to Ramapo > advanced search > Ramapo College Course: enter the course code of the course you're searching for without a space between the department abbreviation and course number (ie. CRWT102) > Go

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.