



EMAIL completed form to:
success@ramapo.edu

OFF-CAMPUS STUDY REQUEST FORM

Request for Off-Campus Study must be approved through the Center for Student Success **PRIOR** to taking the course off campus. Students must have a valid reason for request and be sure that their planned courses at other institutions allow for timely progress towards their degree.

- Once a student has completed **70** credits, they are no longer eligible to receive transfer credits from a two-year institution or through CLEP testing.
- Once a student has completed **96** credits, they are no longer eligible to receive any transfer credits. Ramapo College requires students to complete their final 32 credits at Ramapo.
- Once an off-campus course has been completed, it is the responsibility of the student to have an official transcript sent to the Office of the Registrar.

You can view the full policy here: <https://www.ramapo.edu/provost/policy/transferring-academic-credit/> (scroll to procedure #3 Off-Campus Study)

Any questions can be directed to the Center for Student Success at success@ramapo.edu

Name: _____ Student R#: _____

Address: _____

Phone #: _____ Ramapo Email: _____

Name of College/University: _____ Semester taking course: _____

VISITING SCHOOL INFORMATION		
Course ID	Course Title	Credits
Course ID	Course Title	Credits
Course ID	Course Title	Credits
Course ID	Course Title	Credits

RAMAPO COURSE INFORMATION
School Core/Major/Minor/Elective/Gen Ed
School Core/Major/Minor/Elective/Gen Ed
School Core/Major/Minor/Elective/Gen Ed
School Core/Major/Minor/Elective/Gen Ed

Reason for taking Off-Campus Study: _____

DO NOT WRITE BELOW THIS LINE: FOR OFFICE USE ONLY

Total number of transfer credits to date:

Total number of Ramapo credits complete by end of current semester:

Total number of credits to be taken off campus:

TOTAL CREDITS

Request status: Approved
 Denied

Approved by Student Success _____

Date _____

Approved by Convener/Dean (if needed) _____

Date _____