



Where leaders are made

REQUEST TO TAKE COURSE(S) AT ANOTHER COLLEGE

Full policy available at <http://www.canisius.edu/catalog/academic.asp>

Students matriculating at Canisius should plan to complete all their coursework at the college. The rationale for this policy rests in the mission and philosophy of the college and in its concern for the essential unity and integrity of all aspects of the curriculum: the college core, major requirements and free electives. Permission to take courses at another college must be requested on the appropriate form and in advance of taking the course.

Approval to take courses at another college is determined by the Associate Dean of the student.

1. Students are ordinarily limited to one course at another institution for every ten courses taken at Canisius. Ordinarily, this means 3 courses are permitted outside the college. Students who live outside the greater Buffalo area may receive more lenient consideration in taking a summer course at another college
 - Junior and senior level Core Curriculum and major course requirements are not transferred from community colleges.
 - Courses taken at a four-year college/university will be accepted only if they are offered at a comparable level at Canisius (i.e., freshman level, sophomore level, junior level).
2. Ordinarily, the last 10 courses must be taken at Canisius, though the Associate Dean may waive this rule if the student has spent 8 semesters at the College.
3. Requests to take courses that fulfill major or minor course requirements must have the signature of the students' chairperson prior to being submitted to the Associate Dean for final review.
4. Courses in fulfillment of the Core are to be taken at Canisius.
5. Five business days after submitting the request with attached course descriptions, you may call your Associate Dean's office to confirm that courses are approved.
6. Once courses have been approved:
 - a. Be sure to register and pay your bill at the other college;
 - b. Request that your transcripts be sent directly to the Canisius College Registrar's Office.
7. CREDITS TRANSFER: GRADES DO NOT. You must earn a grade of "C-" or higher in order for approved credits to transfer. Although the credits will transfer, higher grades might be needed for courses to count towards fulfillment of major/minor/certificate requirements (see your department chair). Transferred credits are added to your overall credits earned. The grade is **not** factored into your Canisius GPA.



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Name _____ **ID#** _____

Phone _____ **Email** _____

Address: _____

Major _____ **Minor** _____ **Semester/Yr. Taking Course** _____

Name of college you will attend _____

Reason (s) for attending another school. (Please check all that apply.)

- _____ Financial
- _____ Course not offered at Canisius
- _____ To make up credit hours due to F, FX or W
- _____ School close to permanent summer residence
- _____ Other, Describe _____

Indicate the courses you wish to have approved and the requirement each would fulfill. Attach the official course description for each course you requesting. You will need to obtain the signature of the Chair or Director for any courses that you want to use to fulfill major, minor, or program requirements. Do this BEFORE submitting the form to your Associate Dean.

Course Title _____ **Course Number (from other college)** _____

Course is to fulfill a Free elective Major/Minor/Certificate Requirement

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Course Title _____ **Course Number (from other college)** _____

Course is to fulfill a Free elective Major/Minor/Certificate Requirement

Chairperson's Signature _____ **Date** _____

Chairperson's Signature _____ **Date** _____

Associate Dean Signature _____ **Date** _____

Dean's Notes:

(Dean Decision) Waive "last ten courses at Canisius" rule? N/A _____ YES _____ NO _____
(Dean Decision) Confirmed approval of courses? YES _____ NO _____