

OFF-CAMPUS STUDY

Once matriculated at D'Youville University, students are expected to complete all coursework applicable to the degree at D'Youville University.

During the Fall, Winter, Spring, and Summer terms off campus study may be requested by students who fulfill eligibility requirements. Permission must be obtained including all required signatures on the off-campus study request prior to registering for the courses. Only courses that are contained in the University Transfer Equivalency Table will be considered. If course(s) do not appear in the transfer table, the student should submit a syllabus to the department chair of the school in which the course is taught at D'Youville for the decision about whether the course is equivalent.

Only courses for which the grade achieved meets the criteria for transferring credit will be accepted in transfer. Students who fail an off-campus course are subject to the policies and procedures outlined by their School related to remaining in Good Academic Standing.

Students who seek to complete a course off campus must complete the Electronic Off-Campus Study Request (<https://dyu.docuware.cloud/DocuWare/Forms/off-campus-study/?orgID=a958ff04-1fb9-45b7-8681-e3faf4127df6>). The student is responsible for obtaining and completing the Off-Campus Study Request Form, including the appropriate approvals, before registering for a course at another institution. This request should be submitted before the Off-Campus course begins.

Statements of Elaboration of Policy

Conditions that might result in a request for permission for off campus study include the following:

1. A course necessary for a student to maintain appropriate progress towards degree is not offered at D'Youville.
2. Students who fail a course or do not meet the minimum course requirements for their major at D'Youville University may normally replace the failure by passing the course here at D'Youville University. Only by special permission (Please note: Special permission cannot supersede program requirements) would a student be allowed to register for an off-campus course failed at D'Youville University, according to the following conditions:
 - a. Permission must be secured beforehand.
 - b. Permission must be recommended by the department chair or program director and forwarded to the dean, as appropriate for the final decision.

ELIGIBILITY REQUIREMENTS FOR OFF-CAMPUS STUDY

1. Course work may be taken at an accredited institution only with permission in advance from their department.
2. Students must be in good academic standing. Any student placed on probation between receiving permission and the start of the term in which he/she plans to enroll may assume that he/she is no longer eligible to enroll and receive transfer credit for this work. Students on academic probation require additional approval and should contact the Office of the Registrar in the Student Success Center.
3. Students will not be permitted to take courses at other institutions if they are offered at D'Youville in the same term. Exceptions to this policy will be permitted only in the event of extenuating financial circumstances,

a documented work conflict, or cross-registration. Documentation (work conflict or approved cross registration request) or notation (note in rationale section) of financial savings (cost) of an extenuating circumstance must accompany the Off-Campus Study Request.

4. Students may register for no more than 18 credits total, on and off campus in any given term unless approval (petition) has been approved beforehand.

5. Individual programs may require higher grades for off-campus courses to count towards the completion of major specific coursework. These grades will be recorded on the student's evaluation and included in the student's overall grade point average. The off-campus course grade will not be reflected on the D'Youville transcript; however, the cumulative G.P.A. will be updated, along with reflection of transfer credits from the off-campus institution.

6. Credit earned elsewhere after matriculation is not applied toward the residency requirement.

7. Courses that do not have direct equivalents at D'Youville may be transferred as open electives at the 100#, 200#, or 300# level. Applicability of these courses will be considered on an individual basis.

8. Acceptability of courses required for satisfaction of major or minor requirements must be determined by the faculty representative from the appropriate department.

10. Students who have not declared majors should consult with their academic advisors or deans about the choice of courses applicable to their degrees.

11. Students are financially responsible for payment of all tuition and fees at the institution in which they enroll.

12. **Graduating Seniors only:** Transcripts must be received by the Office of the Registrar in the Student Success Center no later than 30 days following the last day of Off-Campus Study Course at D'Youville. It is student's responsibility to verify the transcript deadline date by contacting the Office of the Registrar in the Student Solutions Center. If a student has not completed all work for a course taken off-campus by the D'Youville degree date, his or her degree date will be changed to the next degree date here at the institution.

13. Students are responsible for asking the college/university they attend to send an electronic copy of their official transcript to registrar@dyc.edu, or a physical, sealed copy of their official transcript to:

D'Youville University
Office of Admissions
320 Porter Ave,
Buffalo, NY 14201

View the Transfer Equivalency Table (<https://oce.dyc.edu:7475/>) for more information.

- Cross-References to Related Policies: All transfer credit guidelines apply. Please see the transfer credit page of this catalog.