



APPROVAL FOR OFF -CAMPUS STUDY
Please print all information in ink

Name _____ ID#: _____

____ Freshmen ____ Sophomore Major _____

Prior to taking the coursework off-campus, you must obtain the approval of:

1. The Department Chair
2. Vice President of Academic Affairs
3. Registrar

Course Work For Approval

College/University: _____

Semester: Fall _____ Spring _____ Summer _____

Course No.	Title	Credits	In Lieu of
_____	_____	_____	_____
_____	_____	_____	_____

Department Chair: _____ Date: _____

Vice President of Academic Affairs: _____ Date: _____

Registrar: _____ Date: _____

Please read the following important notes:

1. Students may not transfer more than six (6) credits in approved off-campus courses.
2. Only credits from Johnson College will be used to compute a student's grade point average (GPA).
3. A grade of "C" or better must be earned for transfer of credit. A grade of "C-" or below will not be accepted for transfer credit.
4. Johnson College reserves the right to deny transfer of credits.
5. After completion of coursework, an official transcript must be sent directly to:

Johnson College
Registrar
3427 North Main Ave
Scranton, PA 18508

I have read and understand the above information.

Student Signature: _____ Date: _____