

Farmingdale State College

TRANSFER SERVICES DEPARTMENT Off Campus Studies Approval

(Last Name)	(First Name)	(Middle Initial)
(Address)	(City)	(State) (ZIP)
(Current Telephone Number)	(Current Email Address)	
(Current Curriculum)	(Current Term)	(Term course will be taken)

Student Instructions:

1. Bring form, along with course description(s) from other college(s), to the chairperson of each department offering the Farmingdale equivalent course(s).
2. Chairperson will identify equivalent course(s) and will complete and sign form accordingly.
3. Bring form to Chairperson of your curriculum for their signature
4. Bring form to the Dean of your curriculum
5. Once all signatures are obtained, bring completed form to the Transfer Services Office.
 - a. Official transcripts from other college(s) or universities must be sent directly to the Transfer Services Office in Laffin Hall, Rm 203 in order for your Farmingdale transcripts to be updated.
 - b. Minimum grades of "C" must be achieved in order to receive transfer credit.
6. In the event you decide not to take this course, you **must** notify the Transfer Services Office.

APPROVAL IS GIVEN TO THIS STUDEN TO TAKE THE COURSE(S) LISTED BELOW AT:

Name of college or university to be attended: _____

Off Campus			Farmingdale Equivalent			Chmn. Of Dept in which course is offered at Farmingdale- Initials
No.	Title	Credits	No.	Title	Credits	

Approved: _____
(Chairperson of Department)

Date: _____

Approved: _____
(Dean)

Date: _____