

Instructions to taking a course OFF-CAMPUS

*****Off-campus request forms MUST be approved before you can register at the off-campus institution. Without authorization the Credits and/or Grade will NOT transfer into Fairleigh Dickinson University and CANNOT be used towards graduation.**

- 1) You must be in good academic standing with a cumulative GPA of 2.0 or above.
- 2) If you are considering taking a course at a community college in NJ, go to www.njtransfer.org
 - Under the Students Menu on the left hand side, select/click “Find Course Equivalencies.”
 - The sending institution is the community college you want to attend, and the receiving institution is FDU, Florham. Check the appropriate boxes and click “submit.”
 - Enter the course number of the course you want to take off-campus and you will be given the equivalent course at FDU.
 - Print out the course equivalency page for every course you expect to take off-campus.
- 3) If you are considering taking a course at a non-community college or college outside of NJ:
 - Visit the college’s website and find the course you would like to take,
 - Print out a copy of the Course Description, and
 - Print out the Course Syllabus (may be obtained from course department at college or university).
- 4) Go to the Record Department (located in the basement of the Mansion), with your student ID and ask for the off-campus authorization form, “Application to Take Credits at Other Regional Accredited Academic Institutions.”

*****Note:** There is a cap to the number of credits you can take off-campus! If you have taken courses off-campus before, or you have other transfer credits, review your limit with the Records Department.



Also, be aware that the following courses CANNOT be taken off-campus:

- BUSI courses
- Core courses
- Freshman writing I & II
- Math methods
- MIS
- Any business course

Courses that CAN be taken off-campus:

- Environmental science
- Foreign language
- Free elective
- General elective (some)
- Humanities
- Lab science
- Literature
- Social/Behavioral Science

*****Note: Off-Campus courses cannot be taken in the same semester in which on-campus courses are taken.**

*****Note: If you fail a course at FDU, it is mandatory to repeat the course at FDU.**

*****Note: Only grades of "C" or better will be posted to your check sheet. The Records Department must receive an official transcript from the off-campus institution in order for the grades to be posted to your transcript.**

*****Note: Your off-campus Credits and Grade will count towards your cumulative GPA, (only when the off-campus request is approved before your register at another institution).**

*****Note: In order for a lab science to transfer over, you must take the Lab science Lecture course at the off-campus institution with its corresponding lab.**

- 5) Make a copy of the (1) course description of the courses from the off-campus institution and the (2) syllabus, if warranted. Bring the authorization form, in order for it to be signed, along with the supporting documents to the Center of Business Students Department Undergraduate Program.
- 6) Once signed, you will receive a copy, a copy will be placed in your file, and a copy should be brought to the off-campus institution.
- 7) Bring the original copy immediately back to the Records Department.
- 8) Inform the off campus college/university attended that you are an FDU Madison student and would like an official copy of your transcript sent to FDU upon completion of the course(s).