



Off-Campus Course Request Form

NO CREDIT WILL BE TRANSFERRED WITHOUT PRIOR APPROVAL

Student Information:

Name: _____ Program: _____
Student ID#: _____ Semester: _____

Instructions:

- Students should file a written request for permission to take courses at another institution with the Registrar at least six (6) weeks in advance
- Attach course descriptions for the off-campus courses to this form
- Have your advisor complete the approval statement and sign in the appropriate box
- An official transcript should be submitted to **registrar@ftc.edu** once a final grade is received

Course Requirements:

- You must pass the course with a grade of C or better (not pass/fail)
- The course must be credit-bearing, and those credits must be calculated in semester credits/hours

Off-Campus Course Information:

School Name: _____ City/State: _____

Current Number of Transfer Credits on Record: _____

Substitution Course Title, Code, & Credits:

Required FTC Title, Course Code & Credits:

Comments: _____

Signatures:

Academic Advisor _____

Signature: _____ Date: _____

Chairperson: _____

Signature: _____ Date: _____

Provost: Carolann Miller _____

Signature: _____ Date: _____