# Five Towns College

# 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: _____

Title of Course & Course Code:

_____

Equivalent FTC Title & Course Code:

_____

Total Number of Transfer Credits: _____

### Signatures:

Academic Advisor_____

Signature: _____     Date: _____

Chairperson:_____

Signature: _____     Date: _____

Provost: _____

Signature: _____     Date: _____