

OFF-CAMPUS STUDY REQUEST

Request to Take Courses/Examinations (Not at Webster) Toward a Degree at Webster University.

This form must be completed prior to enrollment/attendance for these courses/exams.

I _____, request

(Name)

(Student #)

permission to take course(s) or exam(s) off-campus during

(Term)

(Date)

(Year)

at

(Name and Address of College/University/Examination Program)

My advisor and I understand the following:

- The course must carry college-level credit.
- The course must be completed with a grade of C or better.
- Only 64 semester hours from a community college or other lower-level program of study may be counted toward a degree at Webster University.
- This transfer of credit may not be counted as part of the "30 of the final 36-hour" residency required for degree completion at Webster University.
- This credit may not duplicate any previous credit earned or in progress
- An official transcript must be provided to the Office of the Registrar upon completion.

(Date)

(Signature of Student)

List the specific course(s) or exam(s) below:

Course & Number

Course Title (or Exam Title)

Semester Hours

Course & Number

Course Title (or Exam Title)

Semester Hours

Course & Number

Course Title (or Exam Title)

Semester Hours

Course & Number

Course Title (or Exam Title)

Semester Hours

I have reviewed the items stated above and permission for the work has been granted by above student's department chair, academic advisor, or campus director.

(Date)

(Signature of Advisor/Chair)

Request Received

(Date)

(Signature of Registrar)

This request should be accompanied by a stamped, business-size envelope addressed to the school you wish to attend. Include a catalog description of the course(s) desired. Please note the actual transfer credit hours will be in semester hours. The final evaluation of transfer will be made upon receipt of an official transcript in the Office of the Registrar, 470 East Lockwood, St. Louis, Missouri 63119.

NOTE: Official Residency Policy for all undergraduate Degree Programs: successful completion of at least "30 of the final 36-hour" semester credit hours registered for and earned directly at Webster University. With academic rationale, waivers of this policy may be made by the appropriate academic dean.