

OFF-CAMPUS COURSE POLICY

Please check the school you are enrolled in at CUA: ___Architecture & Planning ___Arts & Sciences
___Business & Economics ___Engineering ___Music ___Nursing ___Philosophy ___Social Work
___Theology & religious studies

Student's Name: _____ ID# _____ Major: _____ Reason
for off-campus course: _____

POLICIES FOR TRANSFERRING COURSES TO CUA

1. Evaluations are **not** done in the presence of the student. All required forms and documents must be submitted. When the process is complete, the student will be notified by email and given any necessary instructions. Final approval for courses is determined by your school as they must fulfill degree requirements.
2. Only courses from regionally accredited institutions through the American Council on Education will be considered for transfer (*four year college or university recommended*).
3. Courses not accepted: Business students are not permitted to take any business courses off-campus during the summer. The following departments will not accept community college courses for any student: *Art History, Media Studies, and Philosophy*. For a full list, please see the University Academic Transfer of Credit Policy available on the CUA website.
4. **A syllabus for each community college course must be provided. For any courses in:** English literature, English writing, history, philosophy, art, art history or language, **always require syllabi** to have those courses evaluated. A detailed course description for each 4 yr. college or university course must be provided.
5. Students should contact their academic advisors for course suggestions. The transfer credit coordinator does not advise students regarding course selection.
6. **If the student is intending to take a course in his/her major, the transfer credit coordinator will ask for you to get written permission from your academic advising coordinator. Courses still need to get evaluated and receive final approval.**
7. Online courses are accepted with some exceptions. Please consult your schools to see if there are any restrictions. Online religion, philosophy, and business courses are not accepted for any student. For any online course, you must submit a syllabus that shows that the course is online.
8. If the course is taken during the summer, each course must have a minimum of 40 contact hours (at least one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week). If two courses are taken during the same session, the session must be at least 5 weeks long. *However, under no circumstances are students allowed to carry an academic load of more than 1.2 credit hours per week. EXCEPTION: students with 3.0 or greater GPAs may take a load up to 2.0 credits for one week during the summer, when courses overlap. Student who do not meet the 3.0 GPA threshold but still wish to take a load > 1.2 credits/week (for one week only) must submit a written appeal to their academic dean for review.
9. Only two (2) courses may be transferred per summer. Note to Transfer Students: please see University Academic Transfer of Credit Policy for details regarding total allowable courses for transfer.
10. A grade of C- or better must be earned in any course the student wishes to transfer to CUA. Engineering students need to get a C or better. Pass/Fail courses will not be accepted. **NOTE:** Course grades do not transfer, only the course credits.
11. Due to Family Educational Right & Privacy Act (FERPA) regulations, information will only be released to the student.
12. Priority deadline to submit summer course request is **May 1st**. After this time, the transfer coordinator cannot promise a quick turn-around time. If you are on a tight deadline to register, you may do so at your own risk.
13. Once the course is completed, an official transcript from your off-campus institution must be sent to the transfer credit coordinator as indicated on the "Off-Campus Evaluation Form."
14. During any fall or spring semester when enrolled for courses at CUA a student cannot transfer courses taken at other institutions except for courses taken through the Consortium Universities of the Washington Metropolitan Area. During summer sessions, we accept transfer courses as long as those off-campus courses do not overlap with the CUA summer courses that the student is taking.

I have read, and I understand the above policies regarding transferring courses to CUA.

STUDENT'S SIGNATURE: _____ DATE: _____