



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Silberman College of Business

Instructions for taking Off-Campus Courses

Please note that requests MUST be approved before you register at the off-campus institution. Without authorization the Credits and/or Grade will NOT transfer to FDU and CANNOT be used towards graduation.

1. Earn a cumulative GPA of 2.0 or above.
2. Find the equivalent FDU course ...
 - 1) ... at a community college in NJ. Please make sure that you have the course number of the class you would like to take at the community college.
 1. Go to www.njtransfer.org.
 2. Under the Students dropdown menu in the main menu bar, select 'Find Course Equivalencies'.
 3. Select the community college you want to attend in the dropdown menu titled, 'Transfer From' Institutions, and select Fairleigh Dickinson-Florham in the dropdown menu titled, 'Transfer To' Institutions. Select 'Submit'.
 4. Enter the course number you will take off-campus. Select 'Go' for the FDU course equivalency page to be listed.
 5. If there is no course equivalency for Fairleigh-Dickinson-Florham, try repeating step 3 and selecting Fairleigh Dickinson-Metro in the dropdown menu titled, 'Transfer To' Institutions instead.
 6. If there is a course equivalency, print out the course equivalency page.
 - 2) ... at a non-community colleges or institutions outside of NJ:
 1. Visit the college's website and find the course you would like to take,
 2. Print out a copy of the Course Description
 3. Obtain the Course Syllabus. You may need to contact the institution's department for a copy.
3. Make an appointment with your Academic Advisor to complete the authorization form.
4. Prior to your academic advisor appointment, go to the Records Department in 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*.
5. Bring the authorization form and course equivalency information to your appointment with your advisor for their review and signature. Once approved, you will receive a copy for your records and will reference it when registering with the off-campus institution. The yellow copy will be for your file.
6. Take the white copy back to the Records Department for their files.
7. Request an official transcript from the off-campus institution after the course grades are posted. Your course and grade will post once the Records Department has received your transcript.

Important Notes

Off-Campus Courses Accepted

- Humanities
- Lab science
- Literature
- Social/Behavioral Science
- Foreign language
- Free electives

Off-Campus Courses NOT Accepted

- SCB Business Core and Major courses
- DSCI Courses
- ORGS 1100
- MATH courses
- UNIV courses
- WRIT courses

Transfer Credit Limits After Enrollment

- Maximum 16 off-campus credits
- Review your limit with the Records Department, if...
 - Credits were transferred to FDU as part of your admissions
 - Off-campus courses were previously transferred in after you were an FDU student

Grades for Approved Courses

- Must be a 'C' or better to be transferred to FDU
- Will count towards your cumulative GPA

Lab Science Courses

- Must have a lecture and a corresponding lab component

Failed FDU Courses

- Must be repeated at FDU and cannot be taken off-campus

LOA and Currently Enrolled Students

- Off-campus courses cannot be taken during the same semester you are on a Leave of Absence
- Off-campus courses cannot be taken during the same semester you are taking FDU courses

Limits for Off-Campus Credits Taken During a Summer/Winter Session

- Maximum 6 credits per summer/winter session
- Maximum 12 credits per summer