Courses at other institutions

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Undergraduate students

Except for approved cross-registration programs with affiliated institutions, students may not take courses at another college or university unless the required course is unavailable during that semester at St. Francis College, and written permission is granted by the Department Chair and Academic Dean. When approval is given, the combined course load between institutions may not exceed 21 credits during the fall or spring semester.

Permission to take courses at another institution may be granted only if:

- The student has a cumulative GPA of at least 2.0.
- The student submits course descriptions and receives written approval from the Department Chairperson and Academic Dean in accordance with departmental policies.

Transfer credit will only be awarded for courses completed with a grade of C- or higher. Some major courses may require a higher minimum grade, as specified by the academic program. Please note: Official transcripts and other documents for transfer credit evaluation, including coursework from other institutions, CLEP scores, proficiency exams, and prior learning assessments, must be submitted to the Office of the Registrar at least three months before the student's expected graduation date.

Graduate students

Except for graduate transfer credit (described in the section on Graduate Admission), all graduate degree requirements must be completed in residence.