



King's College Instructions for Off-Campus Study

1. Current students who plan to complete credits at another accredited college or university must complete an **Off-Campus Study** form prior to taking courses at any other institution.
2. Students must provide a copy of the course description which can be obtained from the college or university website where they intend to take the course(s).
3. The student should bring a copy of a course description and an Off-Campus Study form to his/her academic advisor. The course should be completed and signed by both the student and the academic advisor.
4. The signed form and course description must be brought to the Registrar's Office for final approval. The student will retain a copy of this form for his/her records.
5. If the college or university that the student is planning to attend requires written approval from King's College, please provide them with the student's signed copy of the Off-Campus Study form.
6. Upon completion of the course the student must have an official transcript forwarded from the other college or university to:

King's College
Registrar's Office
133 N. River Street
Wilkes-Barre, PA 18711

7. Credit will be granted for courses completed with a grade of "C" or higher. Only credits transfer; grades do not transfer from another academic institution. Transfer work will not be recorded on the King's College transcript until an official transcript is received.