

## 7.0 COURSES TAKEN AT ANOTHER INSTITUTION

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### **Residency Requirement**

To qualify for an undergraduate degree at the Brooklyn Campus, a student must complete in senior residence a minimum of 32 credits, including 12 credits of advanced work in his or her major, (*Undergraduate Bulletin 2000-2002, p. 29*).

A candidate for the master's degree must complete at least one year of work equaling 24 credits at the University; in the MBA program, 30 credits of advanced work are required. Courses taken at another university after admission to Long Island University may not be used for transfer credit unless prior permission is obtained from the major department chair and the student's Dean. The sum total of transfer credit granted on admission or authorized subsequently toward the master's degree is normally limited to 6 to 8 semester hours of credit and is not recorded as part of the grade point average, (*Graduate Bulletin, 2000-2002, p. 13*).

### **Policy**

In addition to the residency requirement of the University, matriculated students may take courses at another institution and have the credits transferred to the LIU Brooklyn Campus only under the following conditions:

- Undergraduate students may only take courses at an accredited four-year institution; two-year colleges are unacceptable. Graduate students may only take courses at an accredited graduate school/program.
- Students may be permitted to take courses required for the undergraduate major or graduate program if those courses are not offered on Campus. If however, the required course will be offered on Campus during the student's expected residency, the student will be required to take that course on Campus. The Dean may grant an exception if the visiting school is outside of the New York City metropolitan area (within a 50-mile radius of the LIU Brooklyn Campus).
- Students may be permitted to take specialized courses not offered on Campus.
- Undergraduate students will be permitted to take courses at the C.W. Post and Southampton Campuses. Graduate students will be permitted to take courses at the C.W. Post, Southampton, Westchester and Rockland Campuses. Graduate students must also receive permission from both Deans to take courses at another LIU campus.

- Only credits for undergraduate courses with grades of C or better, and graduate courses with grades of B or better may be transferred back to the Brooklyn Campus. Grades of C- (undergraduate) and B- (graduate) or lower will not be accepted.
- Grades for courses taken with permission will not be included in a student's GPA except those taken at another campus of Long Island University.

**Application Procedure – Students desiring to take courses at another campus or university when the courses are offered by the School of Business, Public Administration and Information Sciences must follow the following procedure:**

**Step 1** - Student meets with Academic Advisor to discuss academic plan and process for taking courses at another institution.

**Step 2** - Student completes the **Application to Take Courses at Another Institution** available in the Academic Advisor's Office listing institution, semester, course(s) to be taken, and LIU equivalency.

**Step 3** - Student returns completed application along with course description to Academic Advisor.

**Step 4** - Academic Advisor reviews application for accuracy, verifies Brooklyn Campus equivalency and credits, and compares to list of previously approved off-campus courses.

**Step 5** - Department Chair/Program Director must approve the course equivalency.

**Step 6** - Application is forwarded to the Associate Dean for his/her permission.

**Step 7** - Approved application is forwarded to the Registrar's Office for processing. If application is not approved, Academic Advisor notifies student of the decision.

**Step 8** - A copy of the approved application is placed in student's file.

**Application Procedure - Liberal Arts and Sciences courses**

**Steps 1, 2** - same as above

**Step 3** - Student returns application along with course description to the Chair of appropriate department in Conolly College for a determination of Brooklyn Campus equivalency and credits.

**Step 4** - Application is forwarded to the Associate Dean of Conolly College for permission.

**Step 5** - Approved application is forwarded to the Registrar's Office for processing.

**Step 6** - A copy of the approved application is placed in student's file.