

Undergraduate Regulations and Procedures

Off Campus Study

Once admitted to the University as degree candidates, students are expected to complete all work to be applied toward their degrees with the University unless advance written authorization is granted.

Students in good academic standing must petition in advance to receive credit for courses or training, including flight instruction, outside the University while maintaining enrollment at Embry-Riddle. To initiate this procedure, students must process an Off-Campus Petition. If the Office of the Registrar has no formal documentation of course equivalency, students must provide adequate evidence to the course-specific department chair that the petitioned courses are equivalent to Embry-Riddle courses or are acceptable as elective credit in their degree program.

When not enrolled at Embry-Riddle, students must follow normal petition procedures to enroll in courses at another institution. Students may not co-enroll at another institution. After initial matriculation, students may not earn more than a total of 12 semester hours or the equivalent at another institution.

[Link to Off Campus Petition form](#)