# GORDON COLLEGE

## Registrar's Office
## Off-Campus Course Petition

*Important policies and procedures regarding approval of off-campus study are outlined in the academic catalog and below. Please review them carefully.*

Date (mm/dd/yyyy) _____    ID _____

Student name _____    Cell _____

Email _____    Major(s) _____

Current class _____    Expected graduation (m/yyyy) _____

College/university where you plan to enroll in the course(s) _____

You will attend the course(s) in (city, state, country) _____

Term in which you will take the course(s) _____

Courses begin on (mm/dd/yyyy) _____    Courses end on (mm/dd/yyyy) _____

Have you taken any courses outside of Gordon for which you have received transfer credit? ○ Yes  ○ No

Have you taken the course(s) listed below at Gordon (or elsewhere) and received credit? ○ Yes  ○ No

How many course credits have you taken off campus? _____

| HOST INSTITUTION INFORMATION | | | | | CORE * | | | | | | MAJ/MIN ELECT | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Course # | Course Title | Semester or Quarter | Credit Hours | Gordon Requirement | Common Core | Aesthetic | Civic | Global Understanding | Human Person | Natural World | Major | Minor | Elective | Online Course |
| MATH 101 | Math Concepts | | 4 | MAT141 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

*Common core and thematic core courses require additional information and approvals. Please see the next page. To receive global understanding credit for an experience, please contact the Global Education Office.

**PRINT FORM AND OBTAIN THE FOLLOWING SIGNATURES:**

MAJOR ADVISOR(S) (ALWAYS): _____

MINOR ADVISOR (IF FOR MINOR): _____

**DEPARTMENT CHAIR (FOR ONLINE NON-CORE COURSE): _____
(Gordon chair of the department the course falls into)

*CORE REPRESENTATIVE: _____

*CORE COORDINATOR: _____

REGISTRAR'S OFFICE (ALWAYS): _____

**ATTACH A COPY OF THE COURSE DESCRIPTION FOR EACH COURSE**
**CORE COURSES REQUIRE A SYLLABUS**

The Off-Campus Course Petition is used to determine if a course taken off-campus will fulfill a Gordon College core, major, minor, or elective requirement. The Off-Campus Course Petition process should be completed prior to enrolling in any off-campus course to ensure the course will meet the requirement you have indicated.  Without an approved off-campus petition form in place, there is no guarantee the course will transfer in. Students who want to transfer academic work to Gordon College must complete an Off-Campus Course Petition Form, obtain all necessary course approvals from the appropriate advisors (major, minor, department chair, core division representatives, etc.) and submit the form to the Registrar's Office along with course descriptions. A syllabus is required for core courses. Courses must be taken at regionally accredited institutions and should be comparable to courses offered at Gordon. This form is used to obtain approval for transfer of credit for domestic study only. For international study, CCCU programs and/or non-US credits you must obtain approval through the Global Education Office. Submission of this form is not a guarantee the course will be approved. You will be notified via your Gordon email regarding the eligibility of the course submitted for transfer credit. Please refer to the Academic Policies section of the Academic Catalog for more information (including, but not limited to, Graduation Requirements, Repeated Courses, Transfer of Credit after Matriculation).

## PLEASE COMPLETE THIS SECTION FOR COMMON AND THEMATIC CORE COURSES:

I am asking to take this course off-campus because:

Core representative and coordinator comments:

Print out a copy, obtain necessary signatures and submit to the Registrar's Office.
You may also want to save or print a copy for your records.