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	Sem	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:

CORE	REPRESENTATIVE	OFFICE
Core Coordinator	Prof. Rini Cobbey	Barrington 210
Aesthetic Sensibilities Theme	Prof. Michael Monroe	Phillips 212
Civic Responsibility Theme	Prof. Kaye Cook	KOSC 346
Global Understanding Theme	Prof. Liesl Smith	Jenks 426
Historical Perspectives (HIS121)	Prof. Kaye Cook	KOSC 346
Human Person Theme	Prof. Priscilla Nelson	Jenks 108
Languages	Prof. Pilar Pérez Serrano	Jenks 410
Natural World Theme	Prof. Irv Levy	KOSC 209
OT (BCM101) NT (BCM103), Christian Theology (BCM308)	Prof. Pilar Pérez Serrano	Jenks 410
Scientific Enterprises (NSM002)	Prof. Irv Levy	KOSC 209
The Examined Life (PHI118)	Prof. Priscilla Nelson	Jenks 108
Physical Education Activities	Prof. Priscilla Nelson	Jenks 108

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.