GOUCHER | college

Non-Goucher Course Approval Form

Office of Records and Registration

Name: _____
Last (print) First Middle.

Address: _____

City: _____ State: _____ Zipcode: _____

Home Phone: _____ Cell phone:_____ Email Address: _____

Name of Institution : _____

Class (Soph, Jr, Sr): _____ Sem/Year Course is Offered: Summer _____ Fall _____ January _____ Spring _____

If you wish to have a course applied to a general education requirement or a major/minor requirement, you must specify the requirement in the chart below.

Course Selection
To be considered for approval, submit this form with your adviser's signature to SAS accompanied by full course descriptions. If a course is to be applied toward your major/minor, the signature of an instructor in the department is required Distance learning (on-line) courss are not accepted for transfer credit.

						For Office Use Only				
						Approved		Denied		
Dept	Course & Section	Course Title	Sem Hrs	Gen Ed Req	Major /Minor Req	For Credit	Gen Ed Req	For Credit	Gen Ed Req	Dept Signature

Grading Restrictions : Only credits with grades of " C " or higher will be accepted. Pass grades are not acceptable for credit except when the grade is defined on the transcript as the equivalent of " C " or better. Non-Goucher work is not included in the grade point average for all students entering Goucher fall 1991 or later.

Quantitative restrictions : A maximum of 15 semester hours in total, of non-Goucher summer and winter courses will be credited toward the degree. A maximum of 60 semester hours, including summer and winter credits, will be recognized for transfer to Goucher. A student must complete 12 of the last 24 semester hours for the degree at Goucher.

Recognition of Credit : You must request that an official transcript of completed work must be sent directly to : Office of Records and Registration, Student Administrative Services, Goucher College, 1021 Dulaney Valley Road, Baltimore, MD 21204. A confirmation of receipt of the courses and credit will be sent to you.

General Education Requirements : Approval of courses for fulfillment of general education requirements is dependent upon the presentation of course descriptions, syllabi, or other relevant course material to Student Administrative Services.

Notice of Good Standing : If your summer school requires an official notice of good standing and/or approval of your courses sent to them by Student Administrative Services at Goucher, please provide the address below.

Address City State Zip

Signatures

Student's Signature : _____ Date : _____

Adviser's Signature : _____ Date : _____ .

SAS approval : _____ Date : _____

Return completed request in person or by mail or fax:
Fax # 410-337-6504

Office of Records and Registration
Student Administrative Services
Goucher College
1021 Dulaney Valley Road
Baltimore, MD 21204
Phone: 410-337-6090

For Office Use Only
Notice and/or approval sent to the college

Date: _____