GOUCHER | college

Non-Goucher Course Approval Form

Office of Records and Registration

Name: _____
Last (print) First Middle.

ID: _____

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

Name of Institution : _____

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. 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) courses are not accepted for transfer credit.

				Student Requests			For Registrar's Office Use Only			
							Approved		Denied	
Dept	Course & Section	Course Title	Sem Hrs	Gen Ed Req	Major /Minor Req	Dept Signature for Approval of Major/Minor Requirement	For Credit	Gen Ed Req	For Credit	Gen Ed Req

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.

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