

**MONMOUTH COLLEGE
OFFICE OF THE REGISTRAR**

ID#: _____ **REQUEST TO TAKE COURSE WORK OFF-CAMPUS** **BOX #:** _____

STUDENT NAME: _____ **DATE:** _____

HOME ADDRESS, CITY, STATE, ZIP: _____

1. Name of off-campus institution: _____

2. Course prefix & number: _____ **Title:** _____

3. Hours/Course Credit to be earned: _____

4. SESSION: _____ **Fall** _____ **Winter** _____ **Spring** _____ **Summer** **YEAR:** _____

5. How is this course delivered? Please check one.

_____ **Classroom (onsite)** _____ **Internet (No General Education allowed.)**

_____ **Other (explain)** _____

6a. Purpose for taking the course:

- _____ **Elective credit**
- _____ **Major or minor credit**
- _____ **Teacher Licensure**
- _____ **General Education Requirement**
- _____ **Course Replacement***

6b. Please indicate which course or requirement you expect this course to substitute.

- _____ **Elective Credit**
- _____
- _____
- _____

7. Is this to be taken as a repeated course? _____ **Yes** _____ **No**

* If yes, understand that satisfactory completion of this course means that the credit hours brought in will **REPLACE** any hours previously earned for the course you are repeating, **NOT ADD** to them.

8. Signatures:

Advisor _____

Dept. Chair _____

(Signature required if request is for major, minor, teacher certification or course replacement.)

It is understood that:

- 1. Credit will not be given for any course where the grade is less than C-.**
- 2. The senior residency requirement stipulates that after attaining senior status (24 Course Credits), at least 6 of the remaining course credits required for the degree must be granted by Monmouth College.**
- 3. No more than 8 course credits in transfer credit will be allowed after matriculation and the total number of transfer credits may not exceed 16 Course Credits.**
- 4. Courses requested to fulfill General Education must be taken in the classroom. No internet coursework will be accepted to fulfill any General Education requirement.**
- 5. No more than a total of the equivalent of 2 course credits of online or other non-traditional coursework can be transferred in towards the Monmouth College degree.**

9. _____ **Student Signature** _____ **Date** _____

10. _____ **Registrar's Signature:** **Approved** **Not Approved** _____ **Date** _____

OFFICE USE ONLY

Transfer Hours	Earned Course Credits	Current Semester	Session GPA	Cumulative GPA