

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

- | | |
|--|------------------------------|
| _____ Elective credit | _____ Elective Credit |
| _____ Major or minor credit | _____ |
| _____ Teacher Certification | _____ |
| _____ General Education Requirement | _____ |
| _____ Course Replacement* | _____ |

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:

- Credit will not be given for any course where the grade is less than C-.**
- 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.**
- 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.**
- Courses requested to fulfill General Education must be taken in the classroom. No internet coursework will be accepted to fulfill any General Education requirement.**
- 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