

# BRYAN COLLEGE PETITION FOR OFF-CAMPUS CREDIT

NAME: \_\_\_\_\_ BOX: \_\_\_\_\_

MAJOR: \_\_\_\_\_

**Instructions:**

1. Complete and read entire form.
2. **Attach a copy of course description(s).**
3. Secure approval from your adviser. Secure approval of appropriate faculty member for major courses.
4. **You must earn at least a C-.** (The grade is not transferred, only the credit hours.)
5. **Repeating a course at another institution will not eliminate a grade from your Bryan GPA.**
6. **IMPORTANT:** The last 31 hours prior to graduation must be taken at Bryan.  
 This/These course(s) is/are within my last 31 hours required for graduation and so I request an exception to this policy. *Please attach a rationale.*
7. No more than 62 semester hours from two-year colleges can be applied to a Bachelor's degree.
8. Submit completed form to the Office of the Registrar for final approval **prior** to the start of the coursework.
9. When the course is complete, it is your responsibility to have an official transcript sent to Bryan College, Office of the Registrar, for the credits to be transferred.

I plan to enroll at (name of college or university) \_\_\_\_\_

Address: \_\_\_\_\_

Start date for course(s) \_\_\_\_\_ End date for course(s) \_\_\_\_\_

This college or university is on semester hours \_\_\_\_\_ quarter hours \_\_\_\_\_.

This course will be taken: on site \_\_\_\_\_ distance learning \_\_\_\_\_

Are you repeating any of the courses below? \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course # at other institution	Title	Cr. Hrs.	What Bryan requirement are you trying to fulfill?	Bryan Faculty Approval

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Vice President  
(required if courses taken in senior year)

\_\_\_\_\_  
Date