

# 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 if courses are in your major.
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. Excessive elective hours will not be approved or transferred back.
9. When the course(s) is complete, it is *your* responsibility to have an official transcript sent to Bryan College, Office of the Registrar, in a timely manner, in order 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 (e.g. BIO 101)	Title	Cr. Hrs.	What Bryan requirement are you trying to fulfill?	Bryan Faculty Approval for major courses

Adviser \_\_\_\_\_ Date \_\_\_\_\_ Registrar \_\_\_\_\_ Date \_\_\_\_\_