



Important policies and procedures regarding approval of off-campus study are outlined in the academic catalog and below. Please review them carefully.

Date (mm/dd/yyyy) ID

Student name Cell

Email Major(s)

Current class Expected graduation (m/yyyy)

College/university where you plan to enroll in the course(s)

You will attend the course(s) in (city, state, country)

Term in which you will take the course(s)

Courses begin on (mm/dd/yyyy) Courses end on (mm/dd/yyyy)

Have you taken any courses outside of Gordon for which you have received transfer credit? Yes No

Have you taken the course(s) listed below at Gordon (or elsewhere) and received credit? Yes No

How many course credits have you taken off campus?

HOST INSTITUTION INFORMATION			GORDON INFORMATION								
Course #	Course Title	Credit Hours	Equivalent Gordon Course	Literature	Fine Arts	Social Science	Natural Science	Major	Minor	Free Elective	Online Course
MATH 101	Math Concepts	4	MAT200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRINT FORM AND OBTAIN THE FOLLOWING SIGNATURES:

MAJOR ADVISOR(S) (ALWAYS): _____

MINOR ADVISOR (IF FOR MINOR): _____

REGISTRAR'S OFFICE (ALWAYS): _____

Print out a copy, obtain necessary signatures and submit to the Registrar's Office.
You may also want to save or print a copy for your records.

ATTACH A COPY OF THE COURSE DESCRIPTION FOR EACH COURSE
CORE COURSES REQUIRE A SYLLABUS