

# REQUEST TO TAKE GRADUATE COURSES OFF CAMPUS



## INSTRUCTIONS

- After completion of the form, obtain the required signatures.
- Attach the course description from the institution you are planning to attend for each class you are planning to take off campus.
- Please return this form and the attached course description to Records and Advisement.

## A. APPLICATION DATA

ID #: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_  
 MAJOR(S): \_\_\_\_\_ GRADUATION DATE: \_\_\_\_\_

## B. INSTITUTION DATA

Name and complete address of the institution you plan to attend:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

• The college you plan to attend is (check one):

Two-year accredited **OR**  Four-year accredited

• Term of enrollment is: \_\_\_\_\_

**Please provide the course prefixes, course numbers, course titles and the number of semester or quarter hours for the classes listed below from the school you are planning to attend.**

Course Prefix & Course # (Do not use synonym number) <i>Example: HIST 174</i>	Course Title (at the school where you will be taking the class(es)) <i>Example: World Civilizations</i>	No. of Credit Hours	
		Semester	OR Quarter
		_____	OR _____
		_____	OR _____

## C. TRANSFER PETITION

If you are planning to substitute the above listed course for a major requirement, please indicate which course you would like to petition to have substituted.

Course Prefix & Course #	Course Title at Southern Adventist University

Have you previously transferred any credit to Southern? If so, how many hours? \_\_\_\_\_

Are you planning on transferring any additional credit? If so, how many hours? \_\_\_\_\_

## D. APPROVAL SIGNATURES

Advisor: \_\_\_\_\_ Dean of Department/School: \_\_\_\_\_

Signature of Student Financial Services: \_\_\_\_\_

Signature of Graduate Dean: \_\_\_\_\_

Are you a student with an F-1 or J-1 visa?

Yes  No

Signature of International Student Adviser: \_\_\_\_\_

**Please indicate action (if any) needed by Records and Advisement: (leave blank if no action needed)**

- Mail a letter of good standing to the school I plan to attend. (Name and complete address are listed above.)  
 Email me a letter of good standing to me at my current email address: \_\_\_\_\_

**FOR RECORDS AND ADVISEMENT USE ONLY**

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_