



Off-Campus Study Application

Name _____ ID Number _____
Last First

1st Major _____ Expected Grad Date _____

Institution I plan to attend: _____
Institution must be a regionally accredited college or university

Course(s) will be taken during the following: Year¹ _____ Term¹ _____

GCC Course Department Chairman Approval:

<u>Transfer Course Dept. & Number</u>	<u>Transfer Course Course Title</u>	<u>GCC Course Equiv.</u>	<u>Dept. Chair Approval ²</u>	<u>Credit Hours ³</u>
1. _____	_____	_____	_____	_____
Method of instruction: <input type="checkbox"/> Teacher in Classroom Setting <input type="checkbox"/> Online			Registrar's Office	
Course start date: _____ Course end date: _____			Approved/Denied: _____	
2. _____	_____	_____	_____	_____
Method of instruction: <input type="checkbox"/> Teacher in Classroom Setting <input type="checkbox"/> Online			Registrar's Office	
Course start date: _____ Course end date: _____			Approved/Denied: _____	

- 1 - Approval is valid only for the year/term designated above.
- 2 - Attach a copy of the course start/end dates from the school's website or some type of official publication.
- 3 - Summer online courses may start no earlier than Study Day, no GCC finals may be moved and the online course must be completed no later than the Friday before the start of the fall semester of the current year.
- 4 - Summer courses taught on campus at another institution may start no earlier than the day after a student's last final exam (finals may not be moved) and must be completed no later than the Friday before the start of the fall semester of the current year.
- 5 - Applications are reviewed and given final approval by the Registrar's Office.

I understand that acceptance of credit for transfer to Grove City College is subject to the policies specified on the reverse side of this form.

Signature of Student Date

Academic Advisor Approval:

Course(s) listed above are acceptable in this student's program:

_____ As credit toward the major _____ As general elective credit

Signature of GCC Academic Advisor Date

Registrar's Office Approval: Hours within the last 32? Yes (Registrar must approve) No

Signature of the Assistant to the Registrar Date

Transfer Credit Policies

Grove City College does not grant credit for any experience in which a student is paid by the federal government, for whatever reason, to enroll in a class. Therefore, students interested in enrolling in this course may not receive federal funds to pay these course credits. This includes Pell Grants, FSEOG, TEACH, Iraq and Afghanistan Service Grants, Federal Work-Study, GI Bill/Veteran benefits, federal loans or any other federal program.

Grove City College accepts credits for transfer from any regionally accredited college or university, provided the grade earned is "C" or higher. A student who wishes to take courses at another institution for transfer to Grove City must obtain written clearance from the course(s) Department Chairman, his/her academic advisor, and the Registrar's Office before the work is begun. Courses that do not have a letter grade or grade of "Pass" will not be accepted. "Satisfactory" grades are not accepted unless the transcript defines those grades as "C" or higher. Credits for remedial, developmental, and technical courses are not transferable to Grove City College. Transfer credits do not enter into the computation of a student's quality point average at Grove City College.

No credit from other institutions is accepted as applying on the last thirty-two (32) semester hours for a degree to be granted from Grove City College, except as approved by the Registrar.

Students may not take courses at another institution concurrently with classes at Grove City College during the fall or spring terms.

Quarter-hour credits (two-thirds of a semester hour) taken will be converted to semester credits at Grove City College (e.g., 6=4.00; 5=3.33; 4=2.67; 3=2.00; 2=1.33; 1=0.67).

Instructions for Transferring Credit to GCC:

- Submit this form with all signed approvals to the Registrar's Office **before** enrolling in the college of transfer.
- **When the off-campus study is completed, an official transcript from the college attended must be sent directly to Grove City College before credits will be accepted and/or applied to the GCC transcript.** Mail the official transcript to:

**Registrar's Office
Grove City College
100 Campus Drive
Grove City PA 16127-2104**

- Grade reports and unofficial transcripts given to the student **will not** be accepted for transfer credit.

If you have questions regarding this document, please contact the Grove City College Registrar's Office at 724-458-2172 or Registrar@gcc.edu.

Department Chair Contact Info

Department	Chairman / email	Office Location
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**Calderwood School of Arts and Letters –
Interim Dean: Dr. Paul Kemeny (HAL 313B)**

Accounting and Finance	Dr. David Baglia dsbaglia@gcc.edu	HAL 317A
Biblical and Religious Studies, Philosophy	Dr. Seulgi Byun sbyun@gcc.edu	HAL 300B
Communication and Visual Arts (Comm and Art Classes)	Dr. Kim Miller kmmiller@gcc.edu	HAL 200G
Economics and Sociology	Dr. Jeffrey Herbener jmherbener@gcc.edu	HAL 303D
Education	Dr. Constance Nichols cnnichols@gcc.edu	HAL 100D
English	Dr. H. Collin Messer hcmesser@gcc.edu	HAL 200H
Entrepreneurship	Mr. Tim Sweet tjsweet@gcc.edu	HAL 318E
History	Dr. Gillis Harp giharp@gcc.edu	HAL 300A
Management and Marketing	Dr. Ken Carson kpcarson@gcc.edu	HAL 318D
Modern Languages	Dr. Rebecca Harmon rcharmon@gcc.edu	HAL 203D
Music (Music courses only)	Dr. Beverly Carter bhcarter@gcc.edu	PFAC 109
Political Science	Dr. Sam Stanton ssstanton@gcc.edu	HAL 303E
Psychology and Social Work	Dr. Kevin Seybold ksseybold@gcc.edu	HAL 217H

**Albert A. Hopeman, Jr. School of Science, Engineering and Mathematics –
Interim Dean: Dr. Tim Mohr (STEM 350B)**

Biology	Dr. Lisa Antoszewski, Interim Chair AntoszewskiLM@gcc.edu	STEM 240A
Chemistry	Dr. Joseph Augspurger Augspurgerjd@gcc.edu	STEM 360B
Computer Science	Dr. Britton Wolfe bdwolfe@gcc.edu	STEM 340B
Electrical/Computer Engineering	Dr. Mike Bright mwbright@gcc.edu	HH 207B
Exercise Science	Dr. Philip Prins PrinsPJ@gcc.edu	PLC A124
Mathematics	Dr. Gary Thompson glthompson@gcc.edu	HAL 213E
Mechanical Engineering	Dr. Michelle Clauss maclauss@gcc.edu	HH 209
Physics	Dr. Jeffrey Wolinski WolinskiJP@gcc.edu	RO 215B