

## **Off-Campus Study Application**

Name		IL	)Number		
Last	First	_			
1st Maior	Expected Grad Date				
I understand that acceptand	ce of credit for transfer to Grove (				
side of this form.					
Student's Signature Da					
	<u>Transfer</u>	Course A	<u>pproval</u>		
Institution I plan to attend:					
	Institution must be a re		ū	•	
	ing the following: Year		Term		
Transfer Course Dept & Number	Transfer Course Title	Credit Hours	Course Start Date	Course End Date	Method of Instruction: Classroom, Online, Hybrid
1.					
Enrollme	course approved in TES?  ent Coordinator			Dat	t e
Transfer Course Dept & Number	Transfer Course Title	Credit Hours	Course Start Date	Course End Date	Method of Instruction: Classroom, Online, Hybrid
2.					
Are you repeating a course	e previously completed at GCC?	□ Yes	□ No		
Registrar's Office Use Transfer	Only: course approved in TES?	Yes □ No*	GCC Cou	ırse Equivalent	i
Enrollment Coordinator Da					e
Registrar's Office Use	Only:				
Transfer credit hours within	n the last 32?   Yes (Registrar	must approv	/e) □ No		
Signature of the Enrollment Coordinator					Date
Signature of the Registrar if within last 32 hours					Date

## **Transfer Credit Policies**

- 1 Approval is valid only for the year/term designated above.
- 2 A copy of the course start/end dates from the school's website or some type of official publication must be attached to this application.
- 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.

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. 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 to the Registrar's Office before enrolling in the college of transfer by emailing transfers@gcc.edu
- 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 724-458-2069 or <a href="mailto:transfers@qcc.edu">transfers@qcc.edu</a>