

**GETTYSBURG COLLEGE**  
**Office of the Registrar**  
**Transfer of Credit Petition – Affiliated Programs**

Petition to take academic work through an affiliated program: Advanced Studies in England, Bermuda Biological Station, CET (Shanghai and Beijing), CIEE Berlin, CIEE Seville, College Year in Athens, Dickinson, DIS (Denmark), Franklin and Marshall, IAU, Aix-en-Provence (France), IES Madrid, IES Nantes & Paris (France), IES Salamanca (Spain), Lutheran College Washington Semester, Lutheran Seminary, Universal in Cuernavaca (Mexico), Wilson and selected programs in School for International Training

STUDENT \_\_\_\_\_ GRAD DATE \_\_\_\_\_ BOX NO. \_\_\_\_\_

ID No. \_\_\_\_\_

OTHER INSTITUTION INVOLVED: \_\_\_\_\_

REASON FOR PETITION (Indicate if you wish a course to fulfill Gettysburg Curriculum or major/minor requirements)

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

Dept. & Number

Course Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Advisor

Approval indicates that credit and grade will be transferred to Gettysburg College. Normally, a student may not transfer more than three courses toward his/her degree at Gettysburg. The Registrar will grant an exception to this policy if the additional courses are taken in an affiliated program.

By submitting this petition the student understands that all records at the host college, including information pertaining to grades, courses, awards, academic performance or social conduct, are hereby authorized to be transmitted between host and home campus. By studying through an affiliated program a student is subject to the provisions of the Gettysburg College Honor Code in addition to the rules and regulations of the host school.

Administrative Approval:

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

BDR:mlg  
Revised 4/15

## SOME INFORMATION ABOUT SUMMER SCHOOL

Some of you may be thinking about continuing your academic work during the summer months. We would urge you to give first preference to the summer sessions at Dickinson College or Franklin and Marshall College since transfer of credit is assured because of our association within the Central Pennsylvania Consortium. Courses taken at other colleges or universities also may transfer under certain circumstances. Here is some information that may help you to consider these academic options.

1. Students must obtain permission in advance to receive credit from work to be taken during the summer. Generally, transfer credit is possible up to a maximum of three course units, from any accredited institution. This option is not available to those who have received three or more course units of transfer credit at the time of admission or readmission to the College. This course credit limitation does not apply to courses taken at a CPC school or through other affiliated programs.
2. The College transfers both grade and credit for work done through affiliated summer school programs at Advanced Studies in England, Bermuda Biological Station, CET (Shanghai and Beijing), CIEE Seville, CIEE Berlin, College Year in Athens, Dickinson, DIS (Denmark), Franklin and Marshall, IAU, Aix-en-Provence (France), IES, Nantes & Paris (France), IES, Salamanca (Spain), Lutheran College Washington Semester, Lutheran Seminary, Universal in Cuernavaca (Mexico), Wilson and selected programs in School for International Training
3. Procedures:
  - a. Obtain course descriptions from the schools you are considering for summer study.
  - b. Discuss your plans with your adviser.
  - c. Complete a Transfer of Credit Petition Form available at the Office of the Registrar. (Use the green form for affiliated programs)
  - d. Be sure to designate if a course is to fulfill a requirement or count toward a major or minor.
  - e. Submit the Transfer of Credit Petition with the dates of attendance to the Registrar.
  - f. If approved, the Registrar will provide you with a statement of approval which you may need at the summer school when you register for class.
  - g. Be sure to arrange for a transcript of the summer work to be mailed to the Gettysburg Registrar upon completion of the summer session.

Ask at the Office of the Registrar for help if you have any questions about this procedure.

Gettysburg offers a limited opportunity for students to register for and complete a course of study (primarily an Individualized Study or Internship) at the College during the summer. Inquire at the Office of the Registrar for more details.