

**GETTYSBURG COLLEGE**  
**Office of the Registrar**  
**Petition to Transfer Credit – Non-Affiliated Institutions**

Name \_\_\_\_\_ Graduation Date \_\_\_\_\_ Box No. \_\_\_\_\_

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

Requests permission to enroll at the following institution: \_\_\_\_\_

Date(s) of session(s) to be attended: \_\_\_\_\_

Maximum number of credits or courses planned in all sessions: \_\_\_\_\_

\*\*\*\*\*

<u>Subject/course No.</u>	<u>Course Title</u>	<u>Online/Hybrid Course?</u>	<u>Days/times class meets</u>	<u>Units/Sem. Hrs or Qtr. Credits</u>
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

\*\*\*\*\*

If you are taking the course(s) above to meet a requirement, please specify below the course and the requirement.

<u>Course</u>	<u>GBC Curriculum</u>	<u>Major</u>	<u>Minor</u>	<u>Signature of Chair (Required for major/minor credit only)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*\*\*\*\*

Please provide any additional information or comments pertinent to this petition: \_\_\_\_\_

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

Note: A syllabus or printed course description must accompany this form before it can be accepted by the Office of the Registrar. You may seek approval for more courses than you will actually take, in the event that you are unable to take your first choice(s).

Gettysburg College will transfer credit for an approved course passed with a grade of “C-” or better. Grades are not transferable.

You may transfer a maximum of three course units toward your degree at Gettysburg College. The Academic Standing Committee must approve any additional transfer credits above this three-course limit.

\_\_\_\_\_  
 Signature of Student/Date

\_\_\_\_\_  
 Signature of Adviser/Date

Administrative Approval:

Comments:

\_\_\_\_\_  
 Registrar/Date

For Office Use: Course equivalent for PeopleSoft

\_\_\_\_\_  
 = \_\_\_\_\_  
 \_\_\_\_\_  
 = \_\_\_\_\_  
 \_\_\_\_\_  
 = \_\_\_\_\_

## 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 consider the summer sessions at Dickinson College or Franklin and Marshall College since transfer of credit is assured at these institutions because of our association with the Central Pennsylvania Consortium (CPC). Courses taken at other accredited colleges or universities may also transfer under certain circumstances. Here is some information that may help you to consider these academic options.

1. Students should obtain permission in advance and credit is limited to a maximum of three course units. 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. Students must earn a grade of "C-" or better for the credit to qualify for transfer from a non-affiliated institution. If you would like to participate in an affiliated program, please use the appropriate form.
3. Procedures:
  - a. Obtain course description or syllabus from the schools you are considering.
  - b. Discuss your plans with your advisor.
  - c. Complete a Transfer of Credit Petition Form available at the Office of the Registrar.
  - d. Be sure to designate if a course is to fulfill a Gettysburg Curriculum goal.
  - e. Obtain a signature from the appropriate chairperson if the course is to count toward a major, minor, or toward the completion of the foreign language requirement.
  - f. Submit the Transfer of Credit Petition & course descriptions with dates & times of attendance to the Office of the Registrar.
  - g. If approved, the Registrar will provide you with a statement of approval which you may need at the school when you register for class.
  - h. Be sure to arrange for a transcript of the work to be mailed directly to the Office of the Registrar at Gettysburg College (Box 419) upon completion of the course.
4. Intensive Courses: It is generally assumed that courses will meet over a period of 4-6 weeks. Any student wishing to transfer credit for an intensive course which meets for less than 4 weeks must submit a course syllabus or expanded description showing the following:
  - a. Start and end date
  - b. Meeting schedule of at least 40 contact or lecture hours over a period of at least 3 weeks (12-15 days)
  - c. Title of textbooks and expected chapters to be covered.
  - d. Detailed course readings and/or assignments approximating at least 80 preparation hours.

The College will not grant credit for a course that meets for less than two weeks.

5. Online, hybrid, distance learning courses: Normally credit is not accepted for courses without regular meeting times, or contact time with the course instructor. Transfer credit for this type of course can be considered on an individual basis only with the support of the appropriate department chair.
6. Non Affiliated Abroad Courses: If you are approved to take courses for transfer credit outside of the United States and the official transcript is not from a US institution, you are responsible to have the transcript translated by a third party. Please see the Registrar or Assistant Registrar for specific details.

Ask at the Office of the Registrar for help if you have any questions about this procedure. You may schedule an appointment with the Registrar or Assistant Registrar to discuss transfer options.

Gettysburg College 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.