

REQUEST TO TAKE COURSES OFF CAMPUS IN THE SUMMER

A University of Pittsburgh Greensburg student may get credit for courses taken elsewhere in the summer if the student:

- is in good academic standing (cumulative GPA at least 2.0).
- obtains written approval from their academic advisor before enrolling.

The courses:

- must be from an accredited, US-based institution.
 - Students planning to take classes at an international school must go through the Study Abroad Office.
- cannot be repeats of any courses taken at Pitt.
- must be completed with grades of C or better in order to transfer to Pitt Greensburg.
- must be reviewed and approved in advance by an academic advisor.

There are two limits:

- Students who will have earned 60 or more credits by the end of the spring term may not take courses at a two-year school.
- Students who will have earned 90 or more credits by the end of the spring term may not take courses at any other institution.

Complete the following information, attach a **COURSE DESCRIPTION FOR EACH COURSE** you are interested in taking, and schedule a meeting with an advisor in the Academic Advising Center, 110 Millstein, for approval of your request.

Name: _____ Intended summer: _____

PeopleSoft ID#: _____ Pitt email: _____

Major: _____

Name of Summer College/University (one school per form): _____

Course Subject (as listed at summer school)	Course Number	Course Title	Credits	Pitt Greensburg Equivalent (completed by Advisor)
<i>Example: BIO</i>	<i>103</i>	<i>Intro to Human Biology</i>	<i>3</i>	

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____