



Petition for Major/Minor Credit

Completing this form is required only for those students seeking major/minor credit for courses taken off campus. Students should complete this form within four weeks of returning to campus. Major/minor credit is determined by the chairperson of the department in which you seek credit. To request credit for a course taken off-campus you should:

1. Give this completed form and all relevant course materials, such as syllabi, bibliographies, papers, examinations, to the chair of the department in which you seek credit and obtain his/her signature.
2. After you obtain the signature of the appropriate department chair, photocopy this form and distribute as follows: a. Original form to department; b. Photocopy to advisor; c. Photocopy to the IDPO. Your major department may want to keep this form in your file. Please also retain a copy for your own records.

Student's name: _____ **Graduation date:** _____
(last) (first)

Program: _____
(city) (country)

Semester: Fall Spring Year **Check one:** Approved Program Program by Petition

I petition for a total of _____ Pomona course credits in my major/minor for the course listed on this form.

Student's signature _____ **Date** _____

To be completed by the student:

Course Title: _____ Instructor _____

Starting date: _____ Ending date: _____ Hours per week: _____ Class size: _____

Credit awarded by program in semester hours or Pomona course credits: _____

If applicable, number of hours of additional class work: _____

tutorials discussion field trips

Exams, papers or reports completed: _____

To be completed by the major/minor department chairperson:

I recommend the course described above fulfill

- elective graduation credit
- major/minor credit for a requirement in _____

Recommender's signature: _____ Date: _____

Recommender's comments/stipulations: _____

Complete this form for each course for which you are petitioning for major/minor credit.