Pomona College Office of Study Abroad

Petition for Major/Minor Credit

Completing this form is required only for those students seeking major/minor credit for courses taken abroad. 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 abroad 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 OSA. 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: □ Pomona Program □ Non-Pomona Program

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.