 **PhD Off-Campus Course Petition**

**Registration Services**

847.866.3905 | 224.999.8059 fax | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | www.garrett.edu

**Petition for Approval of Course Registration Outside of Garrett-Evangelical, NU, or ACTS**

With the approval of the academic dean, PhD students are eligible to complete courses from other doctoral granting institutions. These courses must satisfy requirements of the student’s major or minor field of study. Prior to registration at the other institution, students need the signature of their advisor (after approval by the field) and the signature of the PhD director. Once this form is signed the PhD coordinator will correspond to the appropriate officials at the other institution supporting the student’s registration for the course.

Once the student has paid the tuition at the school of secondary registration Garrett-Evangelical will reimburse the student up to an amount equivalent to student’s scholarship for a comparable class at Garrett-Evangelical (a copy of the invoice should be presented to the director of financial aid). On completion of the course students are responsible for making sure the grade is sent from the other institution to the Garrett-Evangelical registrar’s office.

Name: Click or tap here to enter text. Date: Click or tap here to enter text.

Concentration: Click or tap here to enter text.

Please list name of institution, degree program, course number and course title(s) for each course you intend to complete.

Institution Course Number Course Title

1. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Semester/Quarter Course is to be completed Term Credit hours Hours

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Faculty signatures required:

1. PhD advisor (after approval by field) Click or tap here to enter text.

2. PhD program director Click or tap here to enter text.

3. Academic Dean Click or tap here to enter text.

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Returned to director of academic studies on Click or tap here to enter text.

 date

cc: Registrar’s Office, Financial Aid, Business Office

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12/8/2023edit