

**Department of Mathematics  
Spelman College**

**Application form for *Math Majors & Minors* to take a math class off campus**

Mathematics majors and minors are expected to take all of their required *and* elective mathematics courses at Spelman College. In the case of a student having justifiable difficulties, the student's advisor(s) and the chair of the department will be willing to review a formal written request--namely, this form completed and submitted--to receive approval to take a course at another institution. Only if all parties agree and sign below will the course be approved to count towards the mathematics major/minor. Please note:

- (1) No math course can be taken off campus without prior written approval (this form signed).
- (2) Requesting approval, by filling out this form, is not a guarantee of obtaining approval.
- (3) A separate approved application form is needed for each mathematics course.
- (4) Over the entire sequence, at most two such courses can receive this type of approval.
- (5) At most one of Math 371/472/463/464 (or equivalent) may be taken off campus.
- (6) Neither a required course nor an elective may be taken off campus in a semester in which it is offered at Spelman.
- (7) Courses taken in violation of the above must be successfully retaken at Spelman.

June 2005

*Applications must be accompanied by a current transcript, and an up-to-date course description and the syllabus for the course in question.*

All advisor approval signatures should be obtained before seeking the chair's approval.

**Your information**

Name:

Date of application:

Major(s)/Minor:

Special Program (WISE/ MIE/ Dual Degree/ etc):

Advisor(s) (list math advisor as well as special program advisor, where appropriate):

Month/year of admission:

Anticipated month/year of graduation:

Current GPA:

Are you or have you ever been on academic probation at Spelman?

**Information on all mathematics courses already taken off campus**

For each such course, please list (on a separate sheet if necessary):

Name of the course/ Course Number/ Semester/year taken/ School at which you took it:

Number of contact hours/ Number of credit hours awarded/ Instructor’s name/ Grade obtained:

**Information on the desired course (also attach a course description and syllabus)**

Semester/year you wish to take the course (including starting and ending dates):

Name/ Course Number/ School offering it:

Number of credit hours/ Number of contact hours/ Instructor’s name/phone/email:

Which of the following Spelman course would this course substitute for?

231 (Calculus I) / 232 (Calculus II) / 324 (Calculus III)/ 214 (Linear Algebra) / 233 (Foundations)/  
371 (Abstract Algebra) / 472 (Abstract Algebra II)/ 463 (Real Variables) / 464 (Real Variables II)/  
487 (Senior Seminar)/ An elective (please specify)

Is this course (or an equivalent) scheduled to be taught here during the same semester you wish to take it?  
If so, what times/days?

Reason for wishing to take the course off-campus (attach a separate page if necessary):

**Applicant’s signature (certifying that all of the information above is correct)** \_\_\_\_\_

**Approval signatures (to be collected in the order listed)**

Math advisor (if not the Chair): \_\_\_\_\_ Date: \_\_\_\_\_

Program (WISE/ Dual Degree/ etc) advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Department of Mathematics: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_

Once the application has been processed, as indicated above, you will be provided with a copy for your records. Other copies will be filed in the department, the Registrar’s Office and with your advisor(s).