



Office Use Only
___ Copy to Student
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Revision: Sept 213

OFFICE OF THE REGISTRAR
Graduate Permission to Transfer Credits Not Yet Earned
(GCU degree seeking students only)

Georgian Court University degree seeking students must receive permission to transfer credit from the Office of the Registrar **prior** to taking courses at another institution. Matriculating students must submit this form and include a course description in order for the course to be evaluated. Courses acceptable for transfer are expected to be closely similar or comparable to Georgian Court courses. Upon completion of the approved course(s), have an official transcript sent to the Georgian Court University **Office of the Registrar**. The transcript must be received **within 4 weeks of completion of the course**. Georgian Court University will accept up to **6** credits of a student's graduate work from another accredited institution toward the program requirements. Only grades of "B" or above are accepted. Courses taken in transfer will be counted as credit toward the GCU degree, but will not be included in the Georgian Court grade point average.

(Please Print)

Student Name _____ Student ID# 000_ - _____

Street _____ Commuter Resident

City _____ State _____ Zip _____

Indicate your Masters Program: _____

Institution where course is to be taken

Course # at Transfer Institution _____ Course Title _____ Credits _____
***Semester:** ___Fall ___Spring ___Summer ___Winter **Year :** _____
The GCU Office of the Registrar must receive official transcript within 4 weeks of completion of course.
***Official application for graduation must be on file if completing degree requirements at end of this term.**

Student Signature _____ Date _____

Program Director/Dean Signature _____ Date _____
GCU course equivalent _____ **OR** Elective credit _____

APPROVED* NOT APPROVED

***Approval only valid for semester/year indicated above**

Office of the Registrar (Signature required) _____ Date _____