



Office Use Only
 ___ Copy to Student
 ___ Copy to Major 1
 ___ Copy to Major 2
 Revision: June 2011

OFFICE OF THE REGISTRAR
Undergraduate Permission to Transfer Credits Not Yet Earned
GCU students following OLD general education requirements

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. No more than 66 credits may transfer from an accredited two-year institution. An additional 16 credits may transfer from an accredited four-year institution. The following applies to all degree students under general education requirements prior to Fall 2007.

- A minimum of 132 credits are required for graduation.
- At least 50 credits must be taken at Georgian Court University.
- At least half of the major & minor courses must be taken at Georgian Court University.
- At least 66 credits must be earned at Georgian Court University in order to be eligible for degree honors.

Only approved courses with a grade of “C” or above will be accepted in transfer. Courses accepted in transfer will count as credit toward the GCU degree, but will not be included in the Georgian Court University grade point average. Official transcripts reflecting final grade must be sent to Georgian Court University **Office of the Registrar within 4 weeks of completion of the course.**

(Please Print)

Student Name _____ Student ID# 000__ - _____

Street _____ Commuter Resident

City _____ State _____ Zip _____

Indicate your declared major(s):

Major 1 _____ Major 2 _____

Course credit desired for: ___Major ___Cluster ___Elective

Institution Where Course Is To Be Taken _____ **OR** ___ **CLEP TEST**
If other than a NJ Community College you MUST provide course description for evaluation.

Course # at Outside 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.

If you plan to graduate at the end of this semester **official application for graduation must be on file by due date.**

 Student Signature _____ Date _____

 Advisor Signature _____ Date _____

APPROVED* NOT APPROVED

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

 Office of the Registrar (Signature required) _____ Date _____