



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 NEW 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. Students may transfer a maximum of 90 credits of which no more than 75 credits may transfer from a regionally accredited two-year institution. The following applies to all degree students under new general education requirements effective Fall 2007.

- A minimum of 120 credits are required for graduation.
- At least 30 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 60 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.**

(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 ___General Education ___ Graduation Requirement ___ 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 _____