Request Form for Course Equivalency Transfer

This form is used by transfer students requesting that a course taken at a previous institution be considered equivalent to a GGC course.

NOTE: Electronically fill in the form completely by clicking in the shaded areas. Submit a hard copy of the completed form, with all appropriate signatures, to the Academic Policy and Status Committee chairperson along with all the supporting documents. Please allow approximately 3 to 4 weeks for processing. Notification will be via email to mentor who will advise his/her student of the decision.

Date:__________________________

Mentor:________________________

Registration Period Ending Date:________________________

Student Name:________________________

ID # 9000

Major and Track:________________________

<table>
<thead>
<tr>
<th>Previous Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to course page at this institution:</td>
</tr>
<tr>
<td>Course name:</td>
</tr>
<tr>
<td>Course name at GGC:</td>
</tr>
</tbody>
</table>

Rationale for Transfer:

Supporting documents attached:

☐ Academic transcript from previous institution(s) where course(s) were taken.
☐ Syllabus of the course(s) taken (If not available, a brief description of the course and topics covered).
☐ Other documents (Specify):

¹Attach as many supporting documents as possible to assist in the processing of your application.

Student Signature: ____________________________

Faculty Mentor Signature: ____________________________

If approved, Academic Policies and Status Committee Chairperson Signature:

_______________________________________________________

APPROVED _______ DENIED _________

_______________________________________________________  _________________________