

REQUEST FOR ACCEPTANCE OF CREDIT COMPLETED AT A NON-REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY

GCSC Student ID Number _____ Last Name _____ First Name _____ MI _____ Date _____

Address _____ City _____ State _____ Zip Code _____ Email Address _____ Telephone _____

Complete Name of Institution at which course was taken _____ Location of Institution (City, State) _____

Check here if the institution offers Title IV financial aid

Major at the time of attendance _____

List the course for which you are requesting credit and provide the below-listed information. A separate form is required for each course you wish to be reviewed for transfer eligibility. Copy this form as needed or contact the Registrar's Office for additional forms.

Course Level	Course Number & Title	Instructor's Name (First & Last)	Instructor's Degree(s)	Text Used (Title, author, publisher, ISBN)	Course Description (catalog page #)	Contact Hours

Attach the required documentation listed below:

- Course syllabus to include textbook information as cited above.
- College catalog from the academic year in which the course was taken to include course description, contact hour information, and course level.
- Faculty credentialing information from the institution's human resource office, personnel office, or office of academic affairs. The information must include the degree(s) earned by the instructor of the course, the names of the college or university conferring the degree, as well as an indication of the credit hours earned in the discipline.

The procedure in place at GCSC provides for a review of the course information at the departmental level with a recommendation to be made to the relevant department head. The decision made by the department head will be final with no appeal option. The student will be notified by mail of the decision reached for credit. The credit awarded will appear on the GCSC transcript as external credit in accordance with the guidelines established at the state level, and the credit will appear on the official GCSC transcript when the student has maintained enrollment in a credit course past the published drop-add period. Credit acceptance is neither implied nor granted by completion of this request form.

I understand the requirements for the acceptance of transfer credit from a non-regionally accredited institution as listed above. Further, I understand that the college may require additional information to ensure fair and appropriate review of credit earned.

Date

Signature of Student