

Transfer Course Approval Form

Name: _____
Last (print)
First
Middle.

ID: _____ Email Address: _____

Name of Institution: _____

Sem/Year Course is Offered: Summer _____, Fall _____, January _____, Spring _____

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If you wish to obtain credit for work taken at another institution, you must fill out this Transfer Course Approval form and return it to registrar@goucher.edu. If you wish to have a course applied to GCR requirement, you must fill out the GCR petition form (click [here](#)). If a course is to be applied toward your major/minor, the signature of the department chair is required (speak to your faculty advisor to initiate the process).

Course Selection

To be considered for approval, submit this form with your advisor’s signature to registrar@goucher.edu. The Registrar will confer with the department chair or the chair of Curriculum Committee (CC) before processing the form. **The Registrar will not process this form if a petition form has not been submitted and approved by CC or a department chair.**

Dept	Transfer Course Numbers	Transfer Course Title	Online Course	Credits	Student Requests Credit For:		Department Chair Signature for Approval of Requirement for a Major/Minor/Course Equivalency	For Registrar’s Office Use Only	
					GCR	Major/Minor Req		Approved	
			Y / N					For Credit	GCR
			Y / N						
			Y / N						

Grading Restrictions: Only credits with grades of “C-” or higher will be transferred. Pass grades are not acceptable for credit except when the grade is defined on the transcript as the equivalent of “C-” or better. Non-Goucher work is not included in the grade point average for Goucher undergraduate students.

Quantitative restrictions: A maximum of 64 semester hours, including summer and winter credits, will be recognized for transfer to Goucher. A student must complete at least 12 of the last 24 semester hours for the degree at Goucher.

Recognition of Credit: You must request that an official transcript of completed work be sent directly to: Office of the Registrar, Goucher College, 1021 Dulany Valley Road, Baltimore, MD 21204.

Goucher Commons Requirements: Approval of courses for fulfillment of GCRs is dependent upon the presentation of course descriptions, syllabi, or other relevant course material to Curriculum Committee via the GCR petition form (see above).

Signatures

Student’s Signature: _____ Date: _____

Advisor’s Signature: _____ Date: _____

Registrar Approval: _____ Date: _____

Return completed request in person or by mail or fax:

Office of the Registrar | Goucher College | 1021 Dulany Valley Road | Baltimore, MD 21204
 registrar@goucher.edu | Phone: 410-337-6090 | Fax: 410-337-3111

