Transfer Course Approval Form

Name: ____________________________ Last (print)  First  Middle.

ID: ____________________________ Email Address: ____________________________

Name of Institution: ____________________________

Sem/Year Course is Offered: Summer ______ Fall ______ January ______ Spring ______

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.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Transfer Course Numbers</th>
<th>Transfer Course Title</th>
<th>Online Course</th>
<th>Credits</th>
<th>GCR</th>
<th>Major/Minor Req</th>
<th>Department Chair Signature for Approval of Requirement for a Major/Minor/Course Equivalency</th>
<th>For Registrar’s Office Use Only</th>
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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 Dulaney 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 Dulaney Valley Road | Baltimore, MD 21204
registrar@goucher.edu  | Phone: 410-337-6090  | Fax: 410-337-3111