

GOLDEN GATE UNIVERSITY

**DOMESTIC STUDENT (non F or J visa holder)
REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION**

Please read the instructions on the back of this form carefully before completion.

Mr. Ms. _____
(check one) Last (family/legal) Name First (given) Name Middle name or initial

Address: _____

City, State, Zip: _____

SS # or ID # _____ Degree/Certificate Program: _____

Telephone: Day: _____ E-Mail address: _____

Name and address of institution you want to attend: _____

 Website Address: _____

Please note: If you are requesting to take a course that is articulated, you do not need this form. Please read the other side for more information. To see if a course is articulated, please visit:
http://www.ggu.edu/admissions_and_costs/admissions/undergraduate/undergraduate_transfer

Course Prefix & Number	Course Title	Number of Credit Units	GGU Equivalent or Substitution	Chair/Program Director Approval

Remarks: _____

Also attach a copy of the course description for each class and institutional course numbering system.

Student's Signature: _____ Date: _____

Submit this petition to:
Office Location:
 Student Services Center
 Office of Records and Registration
 40 Jesse Street, 2nd Floor
 Customer Service Reception

Mailing Address:
 Golden Gate University
 Office of Records and Registration
 536 Mission Street
 San Francisco, CA 94105 (415) 442-7200

You may also fax form to 415-442-7223, or scan and e-mail to records@ggu.edu.

STUDENT SERVICES ADVISOR:

Request Approved Request Denied

Advisor Signature: _____ Date: _____

Remarks/conditions: _____

REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

In order to obtain approval to take courses at another institution that **are not articulated**, degree-seeking Golden Gate University (GGU) students are required to submit to the GGU Office of Enrollment Services (San Francisco campus) or to the Regional Advisor (other campuses):

- (1) **This completed form;**
- (2) **Description of the courses he or she will be taking at the other institution; and**
- (3) **Explanation of the course numbering system from the other institution's catalogue.**

Please note the following regulations regarding transfer credit:

- ***You do not need to submit a petition to take courses at another institution if the course(s) are articulated. To find out if a course is articulated, please visit the following site: <http://www.ggu.edu/admissions/transfer.html>***
- Refer to the GGU Bulletin for the maximum number of transfer credits allowed for your degree program.
- Upon completion of the approved courses, you **must** have an official transcript sent directly from the other institution to the GGU Office of Records and Registration.
- If you are an undergraduate student, you must earn a grade of "C-" or better to receive undergraduate credit.
- If you are a graduate student, you must earn a "C-" or better to receive credit for *proficiency* courses; you must earn a "B-" or better to receive credit for *undergraduate foundation* courses and a "B" for *graduate foundation and advanced* courses.
- One unit of credit for a quarter term is equal to 2/3 of a unit of credit for a trimester (GGU is on a trimester system).

A response to this request will be sent to the student's current **e-mail address** within 20 working days of the receipt of the petition.

Submit this petition to:

Mailing Address:

Golden Gate University

The Office of Records and Registration
536 Mission Street
San Francisco, CA 94105
415-442-7200

Office Location:

Student Services Center
40 Jessie Street, 2nd Floor
Customer Service Reception

You may also fax form to 415-442-7223,
or scan and e-mail to records@ggu.edu.