



REQUEST FOR RE-EVALUATION OF TRANSFER CREDIT FORM

(RO-08/24)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8619 registrar@glenville.edu

Course Equivalency – a course completed through another institution that has been deemed to have a minimum of 70% comparable/equal content and learning outcomes to a Glenville State University course.

1. Complete one form per class. Please read and complete all areas of the form. Incomplete forms will be returned and will not be processed.
2. A copy of the course syllabus and/or course outline must accompany this form or it will be returned.
3. Request for re-evaluation of transfer credit must be submitted within two semesters of the student's initial semester of enrollment.
4. Submit completed form to the Registrar's Office.

If a course equivalency is determined, the course equivalency will be documented and consistently applied to ALL students who transfer the course from this point forward, irrespective of the student's degree program.

- I am a continuing GSU student. My first semester of enrollment at GSU was _____ term/year.
- I will be/I am a new incoming student to GSU for the _____ term/year.

Student Name: _____ GSU ID#: _____

Degree Program: _____

Transfer Institution Name: _____

Transfer Course Subject and Course Number: _____ Credits: _____

Transfer Course Title: _____

Please indicate the Term and Year this course was taken: _____ Sem. Qtr. Format

List the GSU course for which you are seeking credit for.

Subject – Course Number – Title

Student Signature: _____ Date: _____

Advisor Signature (if assigned): _____ Date: _____

Registrar's Office Review: _____ Date: _____

OFFICE USE ONLY

Request was sent to respective Faculty/Chair/Dean for review. Review Date: _____

____ Course is equivalent. ____ Course is not equivalent.(elective) ____ More information is needed.

Comments: _____