New Student Transfer Course Application

Instructions for Transferring Credit to GCC:
1. Submit this form to the Registrar’s Office. Use a separate form for each course taken.
2. Make sure the Registrar’s Office receives an official copy of your transcript.
3. Any Approved transfer credits will be posted to the student’s myGCC account – Academics Tab, Course History.
4. Students may not receive transfer credit and AP or CLEP credit for the same course.

Name ________________________ GCC ID Number _______ GCC Entrance Year _______ Major______________________

Last First

Institution attended: ______________________________________________________
(Institution must be a regionally accredited college or university)

1. Transfer Course Department & Number ________________________________
2. Course Title ______________________________________________________
3. Credit Hours _________ Credit Type  ☐ Semester  ☐ Quarter
4. Grade received: ______________
5. Textbook/s used: __________________________________________________
6. Please attach a copy of the course syllabus to this form. The syllabus must provide course content information, contact hours in classroom, and learning outcomes.

I understand that acceptance of credit for transfer to Grove City College is subject to the policies specified on the reverse side of this form.

Signature of Student ___________________________ Date ________________

Official Use Only

GCC Course Department Chair Approval:

Approved for transfer?  ☐ Yes  GCC Course Equivalent, if any ______________ Semester Hours Assigned ______

☐ No  Reason not approved: __________________________________________________________

__________________________________________________________
Signature, Department Chair ___________________________ Date ________________

Registrar’s Office Approval:

__________________________________________________________
Signature of the Assistant to the Registrar ___________________________ Date ________________
Transfer Credit Policies for College Courses Taken Prior to Matriculation at Grove City College

Grove City College will evaluate credits for transfer from any regionally accredited college or university, provided the grade earned is "C" or higher and the courses are comparable to those offered by the College. Courses that do not have a letter grade will not be accepted. "Pass" and "Satisfactory" grades are not accepted unless the transcript defines those grades as "C" or higher. Credits for remedial, developmental, and technical courses are not transferable to Grove City College. Transfer credits do not enter into the computation of a student's quality point average at Grove City College. Quarter-hour credits (two-thirds of a semester hour) taken will be converted to semester credits at Grove City College (e.g., 6=4.00; 5=3.33; 4=2.67; 3=2.00; 2=1.33; 1=0.67).

Official transcripts should be mailed to:

Registrar’s Office
Grove City College
100 Campus Drive
Grove City PA 16127-2104

Credits by exam, other than AP, CLEP and IB exams, will not be accepted for transfer.

If you have questions regarding this document, please contact the Grove City College Registrar’s Office at 724-458-2172 or Registrar@gcc.edu.