

GOLDEN GATE UNIVERSITY

ADVISING SERVICES PETITION
To be submitted by student

Mr. Ms. _____
(Check One) Last (family/legal) Name First (Given) Name Middle Name or Initial

SS # or ID # _____ Degree/Certificate Program _____

Telephone # _____ E-mail address _____

- I am a:**
- Newly admitted student (form will be routed to your enrollment services advisor)
 - Continuing student (form will be routed to your student services advisor)

Please select one of the following by checking the box. *(These petitions are explained on the back of this form.)*

I am requesting:

- Waiver of a Requirement
 - GMAT Reason: _____
 - English Language Proficiency Reason: _____
 - Extension of 6-Year Time Limit for Graduate Degree Completion Reason: _____
 - Other _____ Reason: _____

A Course Equivalency Review

That _____ taken at _____
other institution's course prefix & number *other institution's name*

be accepted as equivalent to _____
GGU's course prefix & number

Student Signature: _____ **Date:** _____

BELOW THIS LINE FOR GOLDEN GATE UNIVERSITY USE ONLY

EVALUATOR RECOMMENDATION AND COMMENTS

Accredited Institution? Yes No Sufficient grade? Yes No Grade earned _____

Extension credit? Yes No

Recommendation: Approve Deny Other

Evaluator Signature: _____ Date: _____

DEPARTMENT DECISION AND COMMENTS

Dean / Program Director's decision: Approved Denied Other Standard Transfer Approved: Yes No

Dean / Program Director's signature: _____ Date: _____

Advising Services Petition Definitions

WAIVER OF A REQUIREMENT

The two waivers most often required of GGU applicants are the English Language Proficiency and the GMAT. The English Language Proficiency is usually only waived for students with a significant amount of English language course work. The GMAT is usually only waived if the student has passed a comparable examination, such as the CMA or CIA.

Extension of the 6-year time limit for graduate degree completion: Graduate students are expected to complete all of the requirements for their degree program within 6 years of the date they first begin taking courses. Extensions are usually only granted for students with medical, job or family difficulties.

COURSE EQUIVALENCY REVIEW

This form should be submitted for course work completed prior to enrollment at Golden Gate University. Students who have completed a course at another institution and wish to have it transfer as a course required for their GGU degree program must provide supporting documentation for such requests. The institution must be regionally accredited and meet the criteria for transfer credit listed in the GGU Catalog. Credit will not be assigned or transferred if the student has reached the maximum allowable transfer credits.

Documentation should include:

- official transcript
- a course description from the institution's catalog
- a course syllabus

Students who wish to complete a course at another institution while enrolled at GGU should complete the **Request to Take Courses at Another Institution** petition and submit it to the Office of Records and Registration.

Submit this petition to:

Mailing Address:

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

Office Location:

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.