



**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 Number/GGU ID Number: \_\_\_\_\_ 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/transfer.html>

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 the Office of Admissions and Student Affairs  
536 Mission Street, Suite 100, San Francisco, CA, 94105, (415) 442-7800**

**UNIVERSITY ADVISING CENTER:**

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 Admissions and Student Affairs (San Francisco campus) or to the Resident Coordinator (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 Admissions and Student Affairs.
- 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:**

Office of Admissions and Student Affairs  
536 Mission Street, Suite 100  
San Francisco, CA 94105  
(415) 442-7800  
(415) 442-7807 fax