

GOLDEN GATE UNIVERSITY

ENROLLMENT SERVICES PETITION

STUDENT INFORMATION:

GGU ID Number: _____

Last (family) Name: _____ First (given) Name: _____

Daytime Phone: _____ Email Address: _____

Degree/Certificate Program: _____

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

I am requesting the following:

☐ GMAT Waiver ☐ English Language Proficiency Waiver ☐ Other

Please provide an explanation for your request:

☐ Course Equivalency Review:

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

Be accepted as equivalent to _____
GGU's course and prefix number

Student Signature: _____ Date: _____

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: _____

GOLDEN GATE UNIVERSITY

ENROLLMENT SERVICES PETITION POLICIES

This form should be completed by applicants, newly admitted students, and deferred students only. Continuing students should submit the **Transfer Course Equivalency Review Request** form instead.

WAIVER OF A REQUIREMENT:

Please refer to the GGU Catalog for GMAT Waiver Policy and ways to meet the English Language Proficiency Requirement.

TRANSFER COURSE EQUIVALENCY REVIEW:

This form should be submitted for coursework 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. The institution must be regionally accredited and meet the criteria for transfer credit listed in the GGU Catalog. Credit will not be awarded if the student has reached the maximum allowable transfer credits.

Documentation should include:

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

SUBMISSION INSTRUCTIONS:

Submit completed form to the Enrollment Services Office via email at applications@ggu.edu, via fax to (415) 442-7807, or in-person or via mail to: Golden Gate University, Office of Enrollment Services, 536 Mission Street, San Francisco, CA 94105-2968.

If you have any questions regarding the form or the process, please contact the Enrollment Services Office at (415) 442-7800 or your enrollment counselor.

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