

Greenville Technical College
Approval for Transfer of Credit(s)



Year to be taken _____ Fall Spring Summer

Student ID/Datatel ID #: _____

Student's Printed Name _____

Name of Institution Offering the Course _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

TRANSFER INSTITUTION			GREENVILLE TECHNICAL COLLEGE EQUIVALENT			
Prefix & Course #	Course Title	Credit Hours		Prefix & Course #	Course Title	Credit Hours

*Note whether semester or quarter hours. Grade points do not transfer, only semester hours. (Refer to the *Greenville Technical College Catalog* for additional information regarding Graduation Requirements and transferability of courses)

APPROVED: _____, Department Head (required for major/core courses)

APPROVED: _____, Advisor (required for general education & elective courses)

APPROVED: _____, Registrar (required for general education & elective courses)

Once course work has been approved and all signatures have been secured, a copy of this form must be returned to the Office of Student Records. You may need to submit this form to the college/university where you plan to take the course work. You should contact the college/university as soon as possible to find out about their admissions and registration procedures. Any changes from the course stated on this form will not be transferred. Approval must be received prior to taking the course work.

I understand that I must request from the above named institution an official copy of my transcript to be sent to Greenville Technical College Office of Admissions upon completion of the academic term or notify the Office of the Registrar at Greenville Technical College if I do not enroll in the above named courses. I understand the terms of this transfer approval.

Student's Signature: _____ Date: _____

Submit to Student Records
 ARC 407 - Fax 250-8535 - Scan and email to studentrecords@gvltec.edu