

Transfer Course Request Form

Full Name:				 credential requirement. Only courses with the passing grade code of "Satisfactory," "Pass," or least a "C" grade can be considered for transfer. 				
								 An official course description must accompany the transfer request
				- 9			- 1	form.
Program:				 Official documentation such as an official transcript from an accredited university or a signed letter from a professional organization must accompany the transfer request form. 				
Reason for Transfer Request:	Please provide	a brief ration				tion programs for whi		
for approval of the transfer courses listed below.				are prohibited e.g. Leadership Coaching. Georgetown CCPE retains the rigit to approve or deny transfer requests based on academic standards.				
				nstructions	any transfer requests	bacca on academic (otariaarao.	
					all required information			
				 Attach course description and official transcript. Submit form via email to ccpeprograms@georgetown.edu, by fax to 202-784-7200, or in person at 640 Massachusetts Ave, NW, DC 2000^o 				
Transfer Course (course completed at other institution) Course name Course Number Contact Hours				quivalent Geo ourse name	rgetown Course	Course Number	Contact Hours	
Course name	Course Number	Contact no	urs C	ourse name		Course Number	Contact Hours	
I request to transfer the following	course toward a	CCPE non	-credit c	ertificate progr	am:			
I understand that to permit trans required course to ensure progra				ubject matter a	and comparable in	n the number of co	ntact hours of a	
Student Signature				Date				
<u> </u>								
For office use only:								
Documentation Review & Evaluation	on (to be complete	ed by univers	sity acad	emic administra	ator)			
Evaluation criteria								
Official documentation received	Yes	No	NA	Date receiv	ed:			
Course covers required subject ma	atter	Yes	No	NA				
Course completed within 2 years	Yes	No	NA					
Transfer request granted:	Approved		/	Denied If	denied, reason:			
Received by: Signature:_			ure:	Date:				
Reviewed by:		Signat	ure:			Date:		
								

Policy:

certificate/credential.

program or institution.

matriculation.

Students may request to transfer one course completed at another

accredited institution towards a CCPE open enrollment certificate program.

The transfer request must be made before matriculation into current

The course must have been satisfactorily completed within (no later than) two years from start date of the current CCPE program

Transfer courses must address subject matter relevant to the CCPE

One course per certificate program may be transferred from an outside

The transfer course cannot be a course that fulfills another certificate/

^{*}Add to student record in Destiny and edit certificate stream