



# Transfer Course Request Form

Full Name: \_\_\_\_\_

NetID: \_\_\_\_\_ GUID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program: \_\_\_\_\_

Term: \_\_\_\_\_

**Reason for Transfer Request:** Please provide a brief rationale for approval of the transfer courses listed below.

### Policy:

Students may request to transfer one course completed at another accredited institution towards a PDC open enrollment certificate program.

- The transfer request must be made before matriculation into current certificate/credential.
- The course must have been satisfactorily completed within (no later than) two years from start date of the current PDC program matriculation.
- Transfer courses must address subject matter relevant to the PDC program.
- One course per certificate program may be transferred from an outside program or institution.
- The transfer course cannot be a course that fulfills another certificate/credential requirement.
- Only courses with the passing grade code of "Satisfactory," "Pass," or at least a "C" grade can be considered for transfer.
- An official course description must accompany the transfer request form.
- 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.

### Notes

This policy does not apply to application programs for which course transfers are prohibited e.g. Leadership Coaching. Georgetown PDC retains the right to approve or deny transfer requests based on academic standards.

### Instructions

1. Complete all required information.
2. Attach course description and official transcript.
3. Submit form via email to [pdprograms@georgetown.edu](mailto:pdprograms@georgetown.edu), by fax to 202-784-7200, or in person at 640 Massachusetts Ave, NW, DC 20001.

Transfer Course (course completed at other institution)			Equivalent Georgetown Course		
Course name	Course Number	Contact Hours	Course name	Course Number	Contact Hours

I request to transfer the following course toward a PDC non-credit certificate program:

*I understand that to permit transfer, the course must be similar in subject matter and comparable in the number of contact hours of a required course to ensure program academic rigor is maintained.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

*For office use only:*

*Documentation Review & Evaluation (to be completed by university academic administrator)*

### Evaluation criteria

Official documentation received	Yes	No	NA	Date received: _____
Course covers required subject matter		Yes	No	NA
Course completed within 2 years	Yes	No	NA	

Transfer request granted:                      Approved                      /                      Denied    If denied, reason:

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Add to student record in Destiny and edit certificate stream