

## Taking a course outside of GVSU? Some things to consider...

1. Determine the admission/enrollment procedures for the school you plan to attend by reviewing the school's website, or contacting their admissions office, if appropriate. Determine when you are able to enroll in courses at the other school
  - a. If the other school needs your GVSU official or unofficial transcript, these can be ordered/printed in Banner under Student > Student Records.
2. Use the Course Equivalency Guide (<http://www.gvsu.edu/studentapps/mtn/>) to determine how courses will transfer to GVSU. The Equivalency Guide works best in Firefox or Chrome. Contact an Academic Advisor or [regdept@gvsu.edu](mailto:regdept@gvsu.edu) if you have any questions regarding equivalent courses or to confirm your equivalencies. Here are instructions to use the Equivalency Guide:
  1. Select transferring institution
  2. Leave class code drop box empty and click submit
  3. Courses at the transferring institution are displayed on the left and GVSU courses are on the right (*make sure to pay attention to the blue **Effective** date on the far right-hand side and check for the most recent date if there are multiple listings for the same course*)
    - \*Tip: use CTRL + F for the "Find" search feature on a PC

*Many out of state courses have yet to be evaluated. If you plan to take courses out of state, work with the Department offering the course at GVSU to check for equivalencies. They will need a course description and possibly a syllabus to determine credit received at GVSU. This should be done BEFORE you take a course to ensure appropriate transfer.*

3. Students can transfer credits from another institution to Grand Valley provided they meet **one** of the following criteria:
  - The student's cumulative transfer GPA is a 2.0 or above, and they earned at least a "D" in the course they would like to transfer
  - The student's cumulative transfer GPA is below a 2.0, and they earned at least a "C" in the course they would like to transfer

### **Other considerations...**

- Grades from your transfer courses will not be included in your Grand Valley GPA but may be used to fulfill course prerequisites and program requirements. If the transfer course is a repeat of a previously completed GVSU course, the grade from the GVSU course will be removed from your GPA calculation at Grand Valley but it will remain on your transcripts.
  - Please note that some professional schools and other graduate programs still calculate transfer work into your GPA.
- A minimum of 58 credits must be earned from a 4-year institution.
- Your last 30 credit hours must be completed at GVSU.
- Send official transcripts to GVSU once final grades are reported to officially transfer the course(s) to GV
- If you are registering for a prerequisite to a course you plan to take in the fall or winter semester you will need to first complete an online [Registration Override Request Form](#) in Banner. This will send a request to the department offering the course you plan to take. You may be required to provide proof of registration to the department before a prerequisite override is granted.

*If you have questions, meet with an Academic Advisor. Visit [www.gvsu.edu/navigate](http://www.gvsu.edu/navigate) to schedule an appointment.*