

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

1. Use the Course Equivalency Guide (<http://www.gvsu.edu/studentapps/mtn/>) to determine which courses will transfer to GVSU. The Equivalency Guide works best in Firefox. Contact an Academic Advisor if you have any question regarding equivalent courses or to confirm your equivalencies.

Equivalency Guide Instructions:

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

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.

2. Find and fill out the Guest Student Application for the school you are hoping to attend. Every school has their own form, so you will need to find it off of their Admissions Office website. **Note: Some community colleges may also require you to apply on their website as a Guest Student. Call the school to clarify what you need to do.**
 - a. Complete the Guest Application.
 - b. If you need verification from GVSU about your current student status, please contact the Registration Office at regdept@gvsu.edu.
 - c. A couple weeks after your application is submitted, you should receive an official "acceptance letter" and registration information.
 - d. You will need to follow up with the school you plan to attend to receive assistance with registration or pre-requisite issues.

If courses are to be taken outside of Michigan, you will need to follow admission procedures for the school you plan to attend.

3. Please keep in mind that you will need to make sure you can pay for the course (without financial aid).
4. A cumulative 2.0 GPA in your transfer courses is required in order for them to be accepted by GVSU.
5. Once you are finished with the course, you will need to work with that institution to send an official transcript back to GVSU.

Don't Forget...

- Grades in 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 remains on your transcripts
- A minimum of 58 credits must be earned from a 4-year institution
- Your last 30 credit hours must be completed at GVSU
- 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 (found in Banner at the bottom of the page when viewing a list of course sections). 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