



PLEASE RETURN THIS FORM:		
By mail:	By fax:	By e-mail:
Campus Box 069	(478) 445-1914	registrar@gcsu.edu

Request to Equate or Substitute a Course

This form is used to equate a transfer course to a Georgia College course or to approve the use of a transfer or Georgia College course in a specific area of the student's curriculum. The student should staple a copy of the course description, course syllabus, and/or any other relevant information to this form.

To equate a transfer course to a current Georgia College course, the transfer course must be similar to the Georgia College course in both title and topics covered. If approved, the course will be listed on the student's transcript with a new Georgia College course number and title.

Substitute courses may be approved with the permission of the student's department even if the title or topics are not similar. Substituting a course will not change the way a course is listed on a student's transcript, but it will change the way it is used in the student's program of study. If the substituted course will replace a prerequisite for later coursework, the student will need a registration override to enroll in those courses.

Student Name: _____ GCID: 911 - -

Major: _____ Student E-mail: _____ @bobcats.gcsu.edu

Mailing Address: _____ City: _____ State: _____ Zip: _____

Course	Where Taken	Term Taken	Action Requested		Georgia College Course or Requirement
			Equate to <input type="checkbox"/>	Substitute for <input type="checkbox"/>	
			Equate to <input type="checkbox"/>	Substitute for <input type="checkbox"/>	
			Equate to <input type="checkbox"/>	Substitute for <input type="checkbox"/>	

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Approval History	
Chair of Course Discipline Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature _____ Date _____	
If the course is used in Areas A – E, Dean of Arts & Sciences Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature _____ Date _____	
If course is used in Area F or in the student's major/minor: Chair of the Student's Major/Minor Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature _____ Date _____	
Registrar Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature _____ Date _____	
Processed by: _____	Date _____