Transfer Credit for Non-Gonzaga Mathematics Courses

First, please note that the transfer guide accessible on the Gonzaga University website does NOT imply approval of any course at any institution for credit here.

The online transfer guide is for students who are currently enrolled at other institutions and are thinking of transferring into Gonzaga from there.

Please note also the following list of restrictions from the registrar's office here:

- That you need to have a 2.00 GPA both in your upper division major and also as a cumulative GPA in order to be able to request receiving GU credit for courses taken at other institutions.
- If you elect to take a course through another institution and obtain a P (pass), S (satisfactory), or CR (credit) grade mode, the course will transfer to Gonzaga as elective credit only and cannot be used to fulfill a core, major, minor, or concentration course requirement.
- The majority of your upper division major course work must be completed at Gonzaga.
- Courses deemed at the graduate level from the transfer institution cannot be used toward an undergraduate degree.
- If you have completed a course at Gonzaga, received a D grade or higher in the course along with credit for the course on your academic record at GU, and you elect to retake a course in transfer deemed equivalent to the course for which you’ve already received credit, the transfer course will not be accepted back in transfer nor posted to your academic record.

Steps to Follow

Please follow these steps to obtain credit for a mathematics course that you wish to take at a school that is not Gonzaga:

1. Obtain Approval of your course from the Department Chair IN ADVANCE

   - Obtain a copy of the syllabus for the course you wish to take at a different institution. (A syllabus from a recent past term would probably be OK.)
   - Complete the Permission to Transfer Credits form (called a Transfer of Credit/Senior Year in Residence form) from the Registrar's office.
   - Take the completed form and syllabus to the Mathematics Department Chair along with other supporting information.
   - The Chair will then evaluate the content of the course at the other school based on what information is provided.
Information looked for in the syllabus typically is:

- the title, edition, and author of the textbook used
- a **detailed** list of the lecture topics

*A brief paragraph description from a college bulletin or a list of chapter numbers from the cited textbook used is not acceptable.*

*If the above information is not in the course syllabus, you should ask for it in addition to the syllabus.*

It is acceptable to provide the syllabus and other supporting information in the form of *complete hyperlinked* web addresses in an email to the Chair or as email attachments, or in printed form to Herak 227.

2. Have your Advisor sign off on the form.

3. Submit the completed Permission to Transfer Credits form **signed** by the Chair, your Advisor and yourself to the Arts & Sciences Dean's office, located in College Hall 416.

4. Obtain a grade of C or higher in your course -- a C- will NOT transfer.

5. After completion of the course, arrange for the institution where you took your course to send a transcript to Gonzaga's Registrar's Office.

**What will appear on your transcript?**

If you took a mathematics course, if you got a C or better grade, and if the Mathematics Chair approves the course as being sufficiently similar to one of Gonzaga's mathematics courses in content, you will get a MATH XXX on your transcript where XXX will be the corresponding GU course number cited on your Permission to Transfer Credits Form.

If a student does not obtain permission for a course at another school **before** taking the course, then we are very unlikely to give transfer credit.

Any mathematics course that is determined by the Mathematics Chair as not being sufficiently close to a Gonzaga course will NOT show up on a transcript, even if it has already been taken. At best, the Chair may elect to grant general elective credits which count toward graduation, but not for the specific mathematics course.