

**GRAND CANYON UNIVERSITY**

**Graduate Transfer Request Form** for students with the University of Colorado at Colorado Springs five preliminary leadership courses LEAD 581 through LEAD 585.

Please complete the following (print clearly):

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security \_\_\_\_\_

Today's Date: \_\_\_\_\_

GCU Program of Study: Master of Science in Leadership

I am requesting that the following courses be reviewed to determine if they may transfer to GCU and apply toward the Master of Science in Leadership program.

Name of Institution: University of Colorado at Colorado Springs  
Address of Institution: 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918

Course ID	Start/End Date	Semester Hours	Grade Earned	GCU Equivalent Course
LEAD 581	_____	3	_____	MLE 621
LEAD 582	_____	3	_____	MLE 605
LEAD 583	_____	3	_____	LDR 650
LEAD 584	_____	3	_____	MLE 601
LEAD 585	_____	3	_____	MGT 623

In order for transfer credit to be evaluated, the following must accompany this completed form:

An OFFICIAL sealed transcript from University of Colorado at Colorado Springs  
Note: If official transcripts have already been requested to be sent directly to GCU, it is the student's responsibility to ensure the speedy delivery of those transcripts by contacting the former institution. Unofficial copies are acceptable for a preliminary review, however credit will not be posted to student record without official transcripts.

Please note that only courses with grades of B or better are transferable to GCU. A maximum of 15 credit hours from UCCS may be transferred into the Master of Science in Leadership program.

Requests for transfer credits that are received without necessary supporting documentation will be returned to the student.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms and documentation should be returned to:

GCU Office of Academic Records  
academicrecords@gcu.edu  
Phone: 602-639-7605  
Fax: 877-218-6668 Rev. 4/30/08