



Re-Evaluation of Credit Request Form

Office of the Registrar

Student Name:

GHC ID:

Transfer College or University:

Program of Study:

Date:

Complete one line for each course to be evaluated from this Institution. Only one transfer college or university is allowed per form.

Student Only -			Subject Matter Expert (SME) Only -		
Course	Course Title	Course Credit	Determination	GHC Equivalent Course	Add to GHC Database

Once the above is complete, please submit the form to registrar@highlands.edu for review and processing by the Subject Matter Expert.

For Registrar Office use only –

SME Signature:

Once signed, SME return the form to registrar@highlands.edu.