

TRANSFERRING YOUR CREDITS TO GBC

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Students who would like to have credits from other regionally accredited institutions transferred to GBC should have the institution where they received credit send an official transcript directly to:

Admissions and Records Office

1500 College Parkway

Elko, NV 89801

In order for classes to be transferred to GBC, students must have applied to Great Basin College and declared a major.

For the awarding of college credit:

- Admissions and Records will only accept official transcripts from other colleges, universities, and educational testing sources; **unofficial copies will not be accepted.**
- A transcript must be sent directly to admissions and records by mail or electronically from the applicable institution to be considered official. Electronic transcripts should be sent to admissions@gbcnv.edu
- Faxed copies will not be accepted.
- A transcript hand-carried to Admissions in a sealed envelope that was mailed directly to the student by the issuing institution may be accepted as official, provided the envelope remains unopened and intact. If the envelope has been opened, altered, or otherwise appears to have been tampered with, the transcript will not be accepted as an official document.
- Credits earned from institutions that are not regionally accredited can only be considered as [non-traditional credit](#).

The transcript evaluator in Admissions and Records will determine how the courses will transfer in. When clarification is needed, the transcript evaluator will consult with the appropriate academic department. An email is then sent to the student.

Transfer credit is granted for completed general education courses and for courses that are applicable to your current plan of study. If you change your declared major, it is your responsibility to notify the Admissions office at admissions@gbcnv.edu to request a re-articulation of your transcript(s).

Appealing a Transcript Evaluation

If a student disagrees with a transcript evaluation decision, they may discuss their concerns with the transcript evaluator and provide additional supporting documentation, such as course descriptions from the institution's catalog, course syllabi, or other relevant materials. The evaluator will review the additional information and reevaluate the transcript, consulting with appropriate faculty members as needed.

If the student is still dissatisfied, they should contact the Director of Admissions/Registrar in writing, outlining specific concerns and requests and providing documentation. The Director of Admissions/Registrar will then work in consultation with the appropriate faculty and make a final determination.

Transferring an NSHE Associate degree

A student transferring to GBC with an Associate of Arts (AA), Associate of Science (AS), or Associate of Business (AB) from an NSHE Institution, will be considered by GBC to have fulfilled the GBC lower-division general education requirements.

Transferring Associate degrees

A student transferring to GBC with an Associate of Arts (AA) or an Associate of Science (AS) from a regionally accredited college, will be considered by GBC to have fulfilled the GBC lower-division general education requirements, with the exception of the United States and Nevada Constitution requirement. Students transferring acceptable American Constitution credits from an out of state institution will be required to complete PSC 100, The Nevada Constitution.

Transferring Bachelor degrees

If students are transferring with a Bachelor of Arts or Bachelor of Science degree from any regionally accredited college or university, all general education requirements (lower- and upper-division) are considered to be met unless the course is a specific program requirement or capstone inside the major, with the exception of the United States and Nevada Constitution requirement. Students transferring acceptable American Constitution credits from an out of state institution will be required to complete PSC 100, The Nevada Constitution.

Foreign Transcripts

It is the responsibility of students with foreign transcripts to provide Great Basin College with a sealed transcript sent directly to GBC, as well as a translated and evaluated transcript by a [NACES](#) agency. The agency must be approved by the Nevada Commission on Professional Standards in Education. The evaluation process for foreign transcripts can be quite lengthy, thus students are advised to begin the process as early as possible, especially when applying to specific programs within GBC. Students are responsible for ascertaining and meeting all the deadlines. Students receiving VA education benefits are required to submit all post-secondary transcripts.