REQUEST TO TRANSFER CREDIT FROM STUDY ELSEWHERE

Credits earned at another college or university may be transferred to Centre if approved in advance by the student’s advisor and the Registrar. A recommendation from the appropriate program committee is also required (see back of this form). Complete this form front and back, obtain the required signatures, then submit the form to the Registrar’s Office for final approval. A copy of the approved form will be returned to you.

It is the student’s responsibility to have an official transcript of the work completed sent to the Registrar at Centre. Credit will be transferred if passing grades (C- or higher) are earned in approved courses. A grade of “P” is not acceptable. Grades earned in courses transferred to Centre are not computed in the student’s Centre grade-point average, however, transfer grades do appear on the Centre transcript.

Once a student is enrolled at the College, transferred courses may not be applied toward the College’s general education requirements, excluding courses fulfilling basic skills requirements and the further fluency requirement. A maximum of seven credit hours may be transferred from two-year junior or community colleges. A maximum of two courses from junior-senior requirements of the major may be fulfilled through transfer credit. Students enrolled full-time at the College may not receive transfer credit for courses taken elsewhere concurrently.

Students may transfer up to six hours of credit for online courses. To transfer an online course, students must provide and program chairs must review evidence of opportunities for instructor and student interaction in the course, as well as the assessment requirements of the course.

USE A SEPARATE FORM FOR EACH COURSE YOU PLAN TO TAKE.

First Name       Last        ID#
Date: ________________       Plan to attend during term and year: ___________________________
Name of college/university student plans to attend: ____________________________________________________
Plan to enroll in the following course:

<table>
<thead>
<tr>
<th>Department &amp; Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisor’s Signature of Approval       Date

TO THE STUDENT (check one):

☐ This is an online course
☐ This is not an online course

Beginning and ending dates of term: ________________________________________________

Class meeting days and times (if not online): ________________________________________

Student Signature: _______________________________________________________________
To be completed by student:
COURSE PROGRAM, NUMBER, AND TITLE: _____________________________________________

CATALOG DESCRIPTION OF THE COURSE:
(program chairs may require a syllabus before approving a course for transfer credit. See additional requirements for
online courses on front of form.)

PROGRAM COMMITTEE RECOMMENDATION (completed by program committee chairperson):

______ This course is not transferable

______ This course is transferable as an elective. It is not equivalent to any course we currently offer but is a
suitable course for a liberal arts curriculum.

Check any if applicable:

_____ The student should not take our course ____________ here because there is considerable
overlapping material.

_____ Although not equivalent to any of our junior/senior offerings, this course will count as one of the
unspecified junior/senior courses required of the major.

_____ This course is transferable and is equivalent to our course ____________ and will fulfill all the same
requirements that our course would (excluding general education requirements).

If this is an online course, I have determined that there are sufficient opportunities for faculty/student interaction and
adequate assessment requirements.

ADDITIONAL COMMENTS:

________________________________________________    _________________
Program Committee Chairperson Signature       Date

REGISTRAR’S ACTION:

The credit proposed above:

_____ is approved in full by the Registrar

_____ is approved in part, as indicated, by the Registrar

_____ is NOT approved by the Registrar

_________________________________________  Date:  ______________

Any change in the request taking place after approval, including a change in institution, course or credit will require
a new request form.