

## Application for Course Approval

STUDENT'S NAME:	SPO:
Off Campus Address:	
Student ID#:	Student e-mail:

YEAR IN SCHOOL (circle one):      Senior   Junior   Soph.   Fresh.   Special      Term \_\_\_\_\_

Please complete all sections that apply. Return the completed form to the Registrar's Office, Luther College. You will be notified as to the acceptability of the credits you propose to transfer to Luther College.

*I would like to take a class offered by the following institution, with the intentions of transferring this course to Luther.*

Name of academic institution:	
Address:	Institution e-mail:

Dates of enrollment: From: \_\_\_\_\_ To: \_\_\_\_\_

Circle one of the following: Summer School    Correspondence      Study Abroad/Off Campus

➔ ***I plan to enroll in the following course(s): (Supply catalog or course descriptions of the course(s) whenever possible.)***

Course No.	Course Title	No. of Credits*	Luther Equivalent	If this course is intended to satisfy a major, minor, or general requirement, please specify:	Signature of Approval -Dept. Head (for major/minor) -Registrar (for general req.)

\*Credits: If the school you are attending is on a quarter calendar, the credits transfer at 2/3 their stated value in quarter credits. The formula for translating is 3 quarter hours = 2 semester hours.

Please Note:

1. If a course is to be used for you major/minor, you must obtain approval of the department head prior to submitting this form to the Registrar's Office.
2. Courses repeated at another institution cannot be accepted for transfer credit when credit has already been earned (grade of D- or above) at Luther College.
3. If a course is to be used to satisfy a specific graduation requirement (other than PE skills), it should have a value of at least 3 semester hours.
4. If you have attained junior status at Luther, the coursework you are considering should be taken at a 4-year accredited college/university. Courses from junior colleges will only transfer in as lower-level ones.
5. Upon completion, please request the college/university to send an official academic transcript to the following address: Luther College Registrar's Office, 700 College Drive, Decorah, IA 52101, USA.
6. The course(s) listed above will transfer to Luther provided you earn a grade of C- or above. Transfer credits and grade points are not included in the computation of the grade point average at Luther College. The equivalent listed above is the course number that will appear on your Luther transcript.

Signature of Student:	Date:	Signature of Academic Advisor:	Date:
If you are studying abroad, signature of the Study Abroad Advisor is required.		Signature of Study Abroad Advisor:	Date:
Final Approval: Registrar		Signature of Registrar:	Date: