Transfer Course Approval Form

STUDENT'S NAME
Address: 

SPO
ID#

Luther E-Mail Address:

YEAR IN SCHOOL (circle one): Senior - Anticipated Graduation Date______ Junior Sophomore Freshman Special

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

Name of academic institution:
Address:  

Institution E-Mail:

Dates of enrollment  From:________________________  To:________________________

Please complete the back of this form. Courses must be approved by either the department head (for major or minor courses) or the Registrar's office (for general education courses). Bring the course descriptions with you when requesting transfer credit approval.

Please note:

1. Only courses from regionally accredited institutions will be considered for transfer.

2. If the school you are attending is on a quarter hour calendar, the credits will be converted to semester hours at Luther – this conversion means they will transfer at 2/3 their quarter hour value.

3. If a course is to be used for your major/minor, you must obtain approval of the department head prior to submitting this form to the registrar's office (done on the back of this form).

4. Online courses will not be awarded Natural World Lab general education credit.

5. 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.

6. 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.

7. Only courses with an earned grade of C- or above will transfer to Luther College. Transfer credits and grade points are not included in the computation of the grade point average at Luther College. The equivalent listed is the course number which will appear on your Luther transcript.

8. Courses from community colleges will only transfer at the 100-200 level.

9. Upon completion of your coursework it is your responsibility to request the college/university send an official academic transcript to the following address:
   Luther College Office of the Registrar, 700 College Drive, Decorah, IA 52101

Return the completed form (including back) to the Registrar’s Office, Luther College. You will be notified by email after the Registrar Office review of the transfer courses you propose.

Signature of Student:  Date:  Signature Academic Advisor:  Date:

Registrar:  Date:

Updated 10/2016
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<th>Dept/Course Number</th>
<th>Credits</th>
<th>Course Title</th>
<th>Luther Equivalent Course</th>
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**Online course? Y N**

How will the course be used?

Major or Minor:

- Complete if assigned a Special Topics number (139, 239, 339, 439)
  - The course should be used:
    - [ ] In lieu of required course:
    - [ ] In major/minor requirement group (foundation, elective, etc.):
  - Department Head Approval:

- [ ] General Education (attach course description) Indicate specific general education requirement:

- Registrar Approval:
  - [ ] Elective Credit Only (will count toward credits toward a degree, but no specific requirement)

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