

Transfer Course Approval Form

STUDENT'S NAME	SPO	ID#
Address:		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:	Credit type awarded (circle one):
	Semester Quarter Other _____
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. Semester hours will be assumed unless indicated otherwise. If actual credit earned is not in semester hours, it will be converted to a semester hour equivalent. This may have an effect on if/how the transfer credit will fulfill specific requested requirements.
4. 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.
5. 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).
6. **Online courses will not be awarded Natural World Lab general education credit.**
7. 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.
8. 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.
9. Courses from community colleges will only transfer at the 100-200 level.
10. 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:
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Registrar:	Date:
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Name: _____ Term: _____

Dept/Course Number	Credits	Course Title	Luther Equivalent Course	Luther Equivalent-Semester Credits
<i>Online course? Y N</i>				
How will the course be used?				
Major or Minor:			<input type="checkbox"/> General Education (attach course description) Indicate specific general education requirement: <input type="checkbox"/> Elective Credit (will count toward credits toward a degree, but no specific requirement)	
Complete if assigned a Special Topics number (139, 239, 339, 439) The course should be used: <input type="checkbox"/> In lieu of required course: <input type="checkbox"/> In major/minor requirement group (foundation, elective, etc.):				
Department Head Approval:			Registrar Approval:	

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