

Transfer Course Approval Form

STUDENT'S NAME	SPO	ID#
Address:		Luther E-Mail Address:

YEAR IN SCHOOL (select one): Senior - Anticipated Grad 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 (select one):
Semester Quarter Other _____	
Address:	Institution E-Mail:

Dates of enrollment From: _____ To: _____

Complete both sides of this form. Courses must be approved by the department head (for major or minor courses) or the Registrar's office (for general education and elective courses). Provide descriptions as an attachment when requesting transfer credit approval.

Please note:

1. Only courses from regionally accredited institutions will be considered for transfer.
2. Credits will transfer in equivalent to the number of semester hours earned from the transfer institution.
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. For example, quarter hours will transfer at 2/3 their quarter hour value. 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 all-college requirement (other than wellness and 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 or program 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
Or electronically to registrar@luther.edu*

Students should send this completed form (using @luther.edu email) to their advisor for approval. Advisors should forward the form and their approval via email to registrar@luther.edu. All pages of the completed form must be received by the Luther College Registrar's Office. Students will be notified by email after the Registrar's Office review of the transfer courses proposed.

Signature of Student:	Date:	Signature Academic Advisor:	Date:
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Registrar:	Date:
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Name: _____ Term: _____

Dept Prefix	Course Number	Course Title	Luther Course Equivalent	Semester Credits
		<i>Online course?</i> Y N		
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: In lieu of required course:				
In major/minor requirement group (foundation, elective, etc.):				
Department Head Approval:			Registrar Approval:	
<i>If transfer course is being requested to fulfill a major or minor course requirement, send form to department head for approval. After review, department head should forward form to Registrar's office with their decision.</i>				

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