

Transfer Course Approval Form



OFFICE OF THE REGISTRAR

This form should be submitted to the Registrar's Office **prior** to taking a course at another academic institution.

If enrollment at the institution you plan to attend is coordinated through the Luther College Center for Global Learning (CGL), please complete the "Off-Campus Study Transfer Course Approval Form" available from the CGL.

Student Name:	ID#	Luther email:
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YEAR IN SCHOOL (circle one): **SR** - Anticipated Graduation Date _____ **JR** **SO** **FY** **Special**

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

Name of outside academic institution:	Credit type awarded (circle one): Semester Quarter
Institution Address:	Institution Web Address:

Dates of enrollment: From ___/___/___ To ___/___/___

Complete both sides of this form, obtain the necessary approval signatures, include course description(s), and submit to the Registrar's Office. You will be contacted at your @luther.edu email after the Registrar's Office review of your proposed transfer courses.

For courses counting towards your major or minor, an approval signature must be obtained from the appropriate department or program head(s) and your academic advisor. For courses counting towards core-curriculum requirements or general elective credit, an approval signature must be obtained from your academic advisor.

Please note:

1. Only courses from regionally accredited institutions will be considered for transfer.
2. Credits granted will transfer in as equivalent to the number of semester hours earned from the transfer institution. Semester hours will be assumed at the time of preapproval unless indicated above otherwise. If actual credit earned on the final transcript 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.
3. If a course is requested to be used to satisfy a particular requirement, it should have a value of at least 3 semester hours.
4. 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.
5. Only courses with an earned grade of C- or above may transfer to Luther College. Transfer credits are not included in the computation of the grade point average (GPA) at Luther College. The equivalent listed on your evaluated preapproval form is the course number which will appear on your Luther transcript.
6. Courses from community colleges will only transfer at the 100-200 level.
7. Upon completion of your coursework, it is your responsibility to request that the college/university send an **official** academic transcript to the following postal or email address:

Office of the Registrar, 700 College Drive, Decorah, IA 52101 or registrar@luther.edu

Signature of Student:	Date:	Signature of Academic Advisor:	Date:
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Signature of Registrar's Office:	Date:
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You may request preapproval more than two classes. If necessary, attach another copy of this page.

Transfer Course:	Transfer Course Title:	Equivalent Luther Course (if known):	Credits:
_____	_____	_____	_____
<u>How will this course be used? Please review carefully and check the most appropriate box.</u> <i>Core curriculum and elective credits will be reviewed by the Registrar's Office. Courses for a major or minor requirement must be reviewed first by the appropriate department head, then submitted to the Registrar's Office.</i>			
<input type="checkbox"/> Core curriculum: Indicate specific core requirement requested (e.g. Data Literacy): _____			
<input type="checkbox"/> Elective credit: No specific core or major/minor requirement requested, only seeking approval of credits towards overall degree.			
Registrar's Office Approval: _____		Date: _____	
Registrar's Office Comments:			
To be completed by the department head:			
<i>This course is approved to fulfill the requirement as listed below in the _____ major/minor/endorsement.</i>			
<input type="checkbox"/> <i>In lieu of a required course (indicate course):</i> _____			
<input type="checkbox"/> <i>In major/minor requirement group (explain):</i> _____			
Department approval: _____		Date: _____	

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<input type="checkbox"/> <i>In major/minor requirement group (explain):</i> _____			
Department approval: _____		Date: _____	