INFORMATION FOR COURSES ELSEWHERE

Graduation requirement:
Transfer credits from other institutions must be in the Office of the Registrar by:
- April 1 if you plan on graduating in May
- July 1 if you plan to graduate in August

Transfer courses numbered less than 300/3000 cannot be applied to any upper-division liberal arts requirement.

No course can be counted as Writing Intensive solely on the basis of similarity of title or course content. For a transfer course to be applied to Writing Intensive, you need to submit a syllabus that shows the following:
1) at least 30% of the overall grade in the course will be based on writing;
2) assignments will provide multiple opportunities for drafting and revising, with regular opportunities for feedback;
3) writing improvements that will be facilitated through staged and sequenced writing assignments, rather than, for example; a single end-of-semester paper.

A catalog description of the course(s) must be attached to this form.

Do you plan to use the course in the liberal arts, major, minor, or elective areas? If you plan to use the course(s) in the major or minor area, you must secure signature approval from the department chair.

Repetition of a course - If you received a grade of "D" in a course at AU, you may not repeat it at another school. If you received a grade of "F" in a course, then you may elect to repeat it at another school; however, it will not replace the grade at AU or factor into your GPA.

A final grade of "C minus" or above must be earned. No grades will be recorded for transfer credit since your semester and/or cumulative grade point average (GPA) is figured on Anderson University work only.

Residence Requirements -- to earn a degree from Anderson University a student must be in residence at the university for the last 24 hours applicable to the degree. Under some circumstances, and with special permission, a maximum of 6 of the final 24 hours may be taken elsewhere. If this applies to you, then write your request on a full sheet of paper giving your reasons for wanting to take the courses out of residence. The Registrar will act upon this petition. Attach the request to this form.

When the course is complete, go to the Office of the Registrar at the school where you took the course(s) and request that an official transcript be sent AFTER FINAL GRADES HAVE BEEN RECORDED. Send transcript to:
Registrar's Office, Anderson University, 1100 East 5th Street, Anderson, IN 46012-3495

An OFFICIAL TRANSCRIPT must be sent from the college or university attended directly to Anderson University via U.S. Mail. Hand delivered transcripts will not be accepted.
REQUEST FOR COURSES TAKEN ELSEWHERE

Name: ___________________________ ID#: ___________________________

Cell/Home Phone: ___________________________ E-mail Address: ___________________________

Catalog Year: ___________________________ Proposed Graduation Date: ___________________________

Check one:  ☐ This request for transfer work does not fall within the last 24 hours needed to graduate.
☐ This request for transfer work does fall within the last 24 hours needed to graduate. **See #6 on back of form for additional requirement.**

Total Transfer hours before taking course(s) below: ___________________________

When course(s) will be taken: ___________________________

Name of University/College: ___________________________ State: ___________________________

Check one:  ☐ Semester System  
Note: Quarter system credits are equal to 2/3 of a semester credit. (ex: 4 Qtr. Hrs = 2.66 Sem. Hrs.) In transferring to Anderson University, courses are rounded to the hundredth. A course may not be approved if the quarter-hour semester equivalent value falls short of the hours needed for the requirement.

OR  ☐ Quarter System:

Courses Proposed:  

<table>
<thead>
<tr>
<th>Subject / Caption</th>
<th>Course Number</th>
<th>Descriptive Title of Course</th>
<th>Credit Hours</th>
<th>Liberal</th>
<th>Major / Minor</th>
<th>Elective</th>
<th>Class will be taken:</th>
<th>Lib Arts/Major/Minor</th>
<th>A. U. Equivalent SubjCourse Number</th>
<th>Major/Minor</th>
<th>Registrar</th>
<th>APPROVED (Yes or No)</th>
</tr>
</thead>
</table>

Students taking a course to count for the major/minor area need permission from the Chair of the Dept. --The Dept. Chair signature indicates an acceptance of the student’s intent to take the course; however, the Registrar’s Office reserves the right to accept or reject the transfer course using the same criteria for any transfer credit acceptance.

**Signature of Dept. Chair for Major/Minor only** ___________________________

I have read information on the reverse side and understand the requirements I must meet in order for this credit to transfer to Anderson University

Student Signature ___________________________ Date ___________________________

Office USE

NOTES:

Registrar Signature ___________________________ Date ___________________________

FORM REVISED May 28, 2013