TRANSFER CREDIT APPROVAL FORM

- **A course description or syllabus must be submitted with the Transfer Credit Approval Form.**
- Final grade received must be C (2.0) or higher to be considered for transfer to Albion College.
- Grades do not transfer, only the credit listed on the official transcript.
- Courses taken for elective or core credit must be approved through the Registrar's Office.
- Courses to apply toward the major/minor/concentration must be approved by the department Chair.
- No more than 16 units total may be accepted in transfer from a community college.
- For Transfer Credit Policy and a spreadsheet with previously approved courses, please see the Transfer Credit webpage at http://www.albion.edu/academics/registrar/transfer-credits

NAME:			
STUDENT ID:	PHONE:	CLASS *(CIRCLE ONE)*:	1 2 3 4
STUDENT SIGNATURE:			

TRANSFER INSTITUTION:
(INCLUDE SPECIFIC CAMPUS IF APPLICABLE)

SEMESTER / YEAR OF ATTENDANCE:

DEPT/COURSE #	CREDITS	COURSE TITLE

I AM TAKING THIS COURSE TO: *(CHECK ALL THAT APPLY)*

_____ APPLY TOWARD UNITS NEEDED FOR GRADUATION
_____ APPLY TOWARD MAJOR *(REQUIRES DEPARTMENT CHAIR APPROVAL)*
_____ APPLY TOWARD MINOR *(REQUIRES DEPARTMENT CHAIR APPROVAL)*
_____ APPY TOWARD CONCENTRATION *(REQUIRES CONCENTRATION DIRECTOR'S APPROVAL)*
_____ FULFILL MODE REQUIREMENT
NOTE: CATEGORY REQUIREMENT *(SEE REGISTRAR'S OFFICE FOR SPECIFIC APPROVAL PROCEDURE)*

> **COMPLETE THE TOP SECTIONS, THEN <u>RETURN TO THE REGISTRAR'S OFFICE</u> FOR REGISTRAR AND DEPARTMENTAL APPROVALS.**

FOR REGISTRAR USE ONLY:
COURSE/S APPROVED FOR ELECTIVE CREDIT/MODE: _____ INITIAL:_____

FOR ACADEMIC DEPARTMENT USE ONLY:

DEPT/COURSE# *(FROM ABOVE)*	COURSE EQUIVALENT and/or APPLICATION TO DEGREE PROGRAM	**DEPT CHAIR SIGNATURE**