



SOUTHWESTERN UNIVERSITY

TRANSFER CREDIT APPROVAL FORM

- This application should be filed in advance if you plan to transfer coursework from another college or university. Complete the form below and return to the Office of the Registrar for approval. If a course equivalency cannot be determined, the form will be returned to the student for a signature from the appropriate Department Chair.
- Transfer coursework must be reported by official transcript to the Office of the Registrar at Southwestern University. Transcripts are considered official when delivered directly from the college/university to SU.
- No grade below C- will transfer.
- Special Permission is required for transfer of credits in the last 32 credits of your degree. Indicate you are seeking permission by checking the box below.
- No course taken at a junior or community college will count as upper-level.
- Approval of the course(s) is not a guarantee of meeting degree plan requirements.

Name: _____

SU Student ID: _____ Phone: _____

SU Email: _____ SU Box: _____

Major: _____ Minor: _____

Number of Total Completed Credit Hours *before* taking the requested course(s): _____

Name/ Location of College where course(s) will be taken: _____

Session: SU 20 ___ FA 20 ___ SP 20 ___ Classification: FY SO JR SR

Graduation Year

TRANSFER COURSE TITLE & NUMBER	SOUTHWESTERN COURSE TITLE & NUMBER	NUMBER OF CREDITS	ONLINE COURSE? Y OR N	APPROVAL SIGNATURE OF DEPARTMENT CHAIR	DATE

SPECIAL PERMISSION REQUESTED:

In last 32 hours? YES ___ NO ___

Approval of Registrar Personnel:

Date: _____

Student's Signature

Printed Name of Academic Advisor

Date