



SOUTHWESTERN UNIVERSITY

PERMISSION TO ADD TRANSFER COURSES TO SOUTHWESTERN UNIVERSITY RECORD

PLEASE NOTE:

- This application should be filed in advance if you plan to transfer work from another college or university. Complete the course information below and return to the Center for Academic Success and 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 course work must be reported by official transcript mailed to the Center for Academic Success and Registrar at Southwestern University. (See address below)
- No grade below C- will transfer.
- Special Permission is required for transfer of credits in the last 32 hours of work in your degree. (See box below)
- No course taken at a junior or community college will count as upper level.
- Approval of this course is not a guarantee of meeting degree plan requirements.

PLEASE CLEARLY PRINT ALL INFORMATION

Name: _____

Student ID or SS#: _____ 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

DEPT.	COURSE # THERE	COMPARABLE # HERE	CREDIT HOURS	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

Date

Printed Name of Academic Advisor

Center for Academic Success and Registrar • PO Box 770 • Georgetown, TX 78627
Phone: 512-863-1952 • Fax: 512-863-1685 • registrar@southwestern.edu