

# 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**

- 1 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.

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

- 3 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.

- 4 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.

- 5 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.

- 6 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.**

- 7 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

**OR**  **Quarter System:** 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.

Courses Proposed:		(PLEASE attach course descriptions)		Course Applies To:			Class will be taken:		Lib Arts/Major/Minor	Major/Minor	Registrar	*See Note
Subject / Caption	Course Number	Descriptive Title of Course	Credit Hours	Liberal Arts	Major / Minor	Elective	Classroom	On-Line	A. U. Equivalent SubjCourse Number	Dept Approv Initials	APPROVED (Yes or No)	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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 \_\_\_\_\_