

## Transfer Credit Pre-Approval Request Form

Submit this completed form to the Registrar's Office, 2nd floor, Central Hall

**Students are responsible for reviewing Central's transfer credit policy on the reverse side of this form. Final transfer credit approval is granted upon receipt of a final, official transcript noting the successful completion of the course with a grade of C or better. Courses taken Pass/No credit will not be given transfer**

### Section I: Student Information

\_\_\_\_\_ / \_\_\_\_\_  
ID

\_\_\_\_\_ / \_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Grad Date  
(MM/YYYY)

\_\_\_\_\_  
Major(s)/minor(s)

### Section II: Course information

\_\_\_\_\_  
College/University offering the course

\_\_\_\_\_  
Term (ex. Summer 2008)

List below the course(s) you are seeking approval and indicate the core designation (if any) you wish to satisfy. Disciplinary studies codes are (only one per course allowed): ART, HP, LP, MR, NS, REL, SB.

Other core designations (may also be used with a disciplinary studies course): GPC or GPN, GS, WRT.

List up to four courses. Students are not required to complete all courses listed, but it's a good idea to have a back-up course approved in case your original course is cancelled or closed.

<u>Course Number</u>	<u>Course Title</u>	<u>#Credits</u>	<u>** Core Designation(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\*\*The registrar, on behalf of the Curriculum Committee, approves/disapproves core designation requests. Students will be notified of approval/disapproval by the registrar.*

**Section III: Major/minor approval** to be completed by the appropriate department chair **only if** the course is to satisfy a major or minor requirement; see reverse for details.

The above course is approved to count toward the \_\_\_\_\_ major/minor. Specify here how the course counts (i.e. elective, substitution): \_\_\_\_\_

\_\_\_\_\_  
Department/Program Chair's Signature

\_\_\_\_\_  
Date

**Section IV:** Students are expected to have reviewed Central's transfer credit policy (see reverse side of this form). By signing this form you are confirming that you understand the transfer credit policy and have discussed the need to transfer credit with your advisor.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor signature/approval

\_\_\_\_\_  
Date

*For Office Use:*

Start term: \_\_\_\_\_ # TR Crs to date/allowed: \_\_\_\_\_/\_\_\_\_\_

Admit Status: \_\_\_\_\_ Repeat: Yes No Prereg

## **Transfer Guidelines & Pre-Approval Form Instructions**

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The *Transfer Course Pre-Approval* form must be completed for each course that any current Central College student seeks to take at another college or university. The form must be submitted and pre-approval must be granted by the Registrar's Office, before the course is taken, or the transfer credit may not be accepted.

### **Transfer Pre-Approval Form Instructions**

1. Supply all information requested in **Section I**.
  2. Complete **Section II**. Students can list up to four courses on one form. If you plan to use a course toward a core graduation requirement indicate in the space provided which designation you are seeking approval. In some cases, a course description and/or syllabus will be required for consideration of the core designation.
  3. If you want a course to count toward your major or minor, you must also have **Section III** completed by the chair of the appropriate major or minor department/program.
  4. Sign the form at the bottom verifying you have discussed your intentions with your advisor and you are aware of Central's transfer credit policy.
  5. The registrar will approve or deny a transfer pre-approval request via e-mail to the student.
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### **Transfer Guidelines Effective Fall 2012**

*See current Central College Catalog for more information.*

**All transfer credit must be earned at a regionally accredited college or university with a grade of "C" (not a "C-") or better. Courses taken for Pass/ No Credit will not be given transfer credit.** All students, regardless of when they started Central, must adhere to the minimum grade requirement of "C". Work to be considered for transfer credit must be submitted on an official transcript and mailed directly to Central College from the transfer institution or delivered in a sealed envelope with the registrar's signature across the seal. Students transferring to Central must provide official transcripts for all institutions previously attended.

1. All official transcripts are evaluated for admitted and matriculated students by the registrar's office and determination of transfer credit is made by the registrar in consultation with departmental faculty. Course review may include the evaluation of the course's specific educational goals, academic content, and the level of credit earned. Vocational, remedial and continuing education credits are not transferrable.
2. Accepted credits may be used to satisfy course prerequisites, Core requirements or, at the discretion of departmental faculty, major and minor requirements. The registrar determines if credits fulfill any Core curriculum requirements, in consultation with faculty as needed. Students may not use transfer credits to fulfill Intersections (LAS 110) or Liberal Arts Seminar (LAS 410) requirements.
3. A maximum of 60 semester hours of transfer credit (including a maximum of 24 semester hours from AP, IB, PSEO and dual enrollment) may be applied toward completion of a Central College degree.
4. Grades and credit earned in transfer courses are not included in the calculation of a student's Central College cumulative or major grade point averages.
5. Students transferring to Central should consult with the chair of their prospective major/minor to determine the number of Central College courses that will be required to complete the major or minor.
6. Students may not repeat a Central course at any other college or university.
7. The two semesters (summer not included) just prior to graduation and a minimum of 60 semester hours, including 30 of the last 60 semester hours, must be completed in residence. Students in good academic standing with fewer than 9 semester hours to complete toward the Central College degree may be granted permission to complete their remaining hours at another accredited college or university with the permission of the academic advisor, major department chair, and the registrar. Students approved to participate in any of Central's dual degree programs must complete the two semesters (summer not included) just prior to enrollment at the dual degree granting institution and a minimum of 60 semester hours in residence; 30 of the last 60 semester hours must be completed in residence or at the dual degree granting institution.

Final approval is confirmed upon receipt of a final, official transcript noting the successful completion of the course with a grade of C or better. Transcripts should be mailed to:

Central College Registrar  
812 University, Box 6400  
Pella IA 50219