

TRANSFER CREDIT PRE-APPROVAL FORM - CALVIN UNIVERSITY

Name	ID	E-mail	@students.calvin.edu
Major	Other major/minor related to requested course(s)		
Major Advisor	Other advisor, as above		
Other school	City, State, Country		
<input type="checkbox"/> I am taking the proposed course(s) as a part of an off-campus program . Program location:			

Allow 5 business days for processing. Incomplete or illegible forms may take longer to process.
***YOU NEED ADVISOR APPROVAL...** for a major, minor, cognate or other program specification.
You need only registrar's office approval... for core or elective credit.

Calvin Course	Dept.	Number	Title	Hrs	Proposed for <input type="checkbox"/> core	Approval (*advisor if for program)
Transfer Course	Dept.	Number	Title	Hrs	<input type="checkbox"/> program* <input type="checkbox"/> elective hrs	

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Your responsibilities

- ✓ **Advisor approval** must be obtained for any courses taken for a major, minor, cognate or other program specification.
- ✓ Courses must have a **grade of C or better** to be accepted for transfer.
- ✓ You must have your **official transcript** sent to Calvin directly from the school upon course completion.

Rules

- ✓ Courses must be taken at an **accredited college** or university and must be **comparable courses** to those offered at Calvin.
- ✓ A **maximum** of 70 semester hours can be transferred from two-year colleges. No limit from four-year colleges.
- ✓ A **minimum** of four upper level major courses and thirty out of the last sixty semester hours must be completed at Calvin.
- ✓ **Transfer credit not accepted** for the following core categories: DCM, one religion, one science, CCE, and Integrative Studies.

Calvin record

- ✓ Transfer courses are not included in your **Calvin GPA**, but do appear on your Calvin transcript.
- ✓ **Repeating a course** to replace a grade can only be done at Calvin, not at another college/university.

I accept my responsibilities, understand the rules, and understand the effect on my record.	
Signature	Date