

TRANSFER CREDIT PRE-APPROVAL FORM

If you wish to take courses at another college for transfer credit to Calvin, please use this form to receive approval BEFORE taking the courses. Bring this form to the Office of Academic Services (Registrar), fax to 616-526-8513, or send to meyr@calvin.edu.

The following regulations apply to all transfer credit:

- ♦ Courses must be taken at an accredited college or university and must be comparable to courses offered at Calvin.
 - ♦ Up to 70 semester hours may be transferred from a two-year college.
 - ♦ All classes must be completed with a grade of C or better to transfer.
 - ♦ Transfer courses are not included in your GPA at Calvin.
 - ♦ Repeating a course to replace a grade may only be done at Calvin, not at another college/university.
- ♦ Your senior year must be taken in residence at Calvin College.
 - ♦ Approval for overload must be obtained for transfer credit completed during any semester which brings you above a total of 17 sem. hrs.
 - ♦ Transfer credit to fulfill major or minor requirements must be approved by your major advisor or minor department chairperson.
 - ♦ You must have your transcript sent to Calvin College upon course completion.

Your Name _____ Student No. _____

Major _____ Class Level: FR SO JR SR Grad _____ Phone _____

College/University at which course(s) will be taken _____ 2-year college 4-year college

Semester or quarter in which class(es) will be taken _____

A response will normally be sent to your e-mail address—please print it clearly: e-mail: _____
@students.calvin.edu

Indicate below which course(s) you plan to take and which Calvin requirement they will complete.

If you wish to transfer a course into your **major or minor, you must have the signature of your advisor or the department chairperson who can confirm that the course completes the requirement.*

Dept./Number at other college	Course Title at other college	Sem/Qt r Hrs.	Requirement this course will fulfill at Calvin	*Signature of Advisor or Dept. Chairperson (required only for courses filling a major or minor requirement)
1.				
2.				
3.				
4.				
Use a second sheet for additional courses.				

Your signature means:

1. You have read and understand the requirements above.
2. It is your responsibility to have an **official** transcript sent to Calvin after the course has been completed.
3. Any additional courses must be pre-approved.

Your Signature _____ Date _____

For Office Use: Robert A. Meyering, Transfer Evaluator; meyr@calvin.edu; 616-526-6556.