

**TRANSFER CREDIT
PRE-APPROVAL FORM**

This form is designed for current Calvin students who wish to take courses at another college and receive credit for them at Calvin College. It should be completed before you register for the class(es) at the other college. Bring this form to the Office of Academic Services (Registrar) or fax it to 616-526-8513

The following regulations apply to all transfer credit:

- Courses must be taken at an accredited college or university.
- 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.
- Courses must be comparable to courses offered at Calvin.
- Your entire senior year must be taken in residence at Calvin College.
- Additional credit will not be given for transfer credit completed during any semester which will bring you above a total of 17 semester hours without approval for a course overload.
- *** 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.

Name _____ Student No. _____

Major _____ Class Level _____ Phone _____

Email Address _____

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 _____

Indicate below which class(es) you would like to take and which Calvin requirement it will fulfill:

*If you are seeking to complete a course for your major or minor, you must have the signature of your advisor or the department chairperson who can confirm that the course you are taking will be accepted as fulfilling the requirement.

Dept./Number at other college	Course Title at other college	Sem/Qtr Hrs.	Requirement this course will fulfill at Calvin	*Signature of Advisor or Dept. Chairperson <small>(required only for major or minor courses)</small>
1.				
2.				
3.				
4.				

I have read and understand the above requirements for transferring a course to Calvin. I also understand that if I decide to take these courses, it is my responsibility to provide Calvin College with an **official** transcript from the college/university after the course has been completed. If I choose to take courses other than those listed above I understand that those must be pre-approved as well, or Calvin is not required to accept those courses for credit.

Student's Signature _____ Date _____

Notification of approval will normally be sent to your e-mail address.

Courses Approved: _____ Courses Denied: _____

Registrar's Office _____ Date _____