



OFFICE OF THE REGISTRAR

## TRANSFER OF CREDIT PREAPPROVAL

### STUDENT INFORMATION

Student Name

Linfield ID No.

Linfield Email Address

Faculty/Academic Advisor

College or University Where Classes Will Be Taken

Term(s) Attending

### MAJOR OR MINOR CREDIT

Transfer Course	Course Title	Credits (Quarter/Semester)	What Area of Major or Minor?	Syllabus/ Course Description	Department Chair's Signature
EXAMPLE: HIST 320	History of India	3 semester credits	Core, Elective	Check one	FOR OFFICE USE ONLY
1				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only
2				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only
3				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only
4				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only

### LINFIELD CURRICULUM/ELECTIVES

Transfer Course	Course Title	Credits (Quarter/Semester)	Linfield Curriculum/Elective	Syllabus/ Course Description	Reviewer's Signature
1				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____
2				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____
3				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____
4				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____

STRK Updated: \_\_\_\_\_ Results to Advisor & Student: \_\_\_\_\_ Reviewer: \_\_\_\_\_

I acknowledge I have read the Additional Transfer Notifications on Page 2 of this document:

STUDENT'S SIGNATURE

Date



OFFICE OF THE REGISTRAR

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## ADDITIONAL TRANSFER NOTIFICATIONS

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### Procedures

1. Review Linfield Transfer Credit Guideline and Policies <http://linfield.edu/registrars/transfer-credit.html>
2. Complete the form on the reverse.
3. Prepare a packet for the department offering the Linfield course you believe is equivalent to your transfer course. The packet should consist of this form, information from the appropriate college catalog, syllabus, textbook and anything you feel would be helpful in reviewing your request.
  - a. For Major or Minor credit: bring all of the materials to the appropriate department. Upon completion, return this form to the Registrar's Office.
  - b. For LC/Electives: bring all of the materials to the Registrar's Office.
4. The Registrar's Office will send an e-mail to your Linfield account notifying you of the equivalency decision.
5. After completing the course(s), send an official transcript directly to the Registrar's Office.
6. The Registrar's Office will send an e-mail to your Linfield account notifying you that the office has received your transcript and updated your record.

### Policies

1. Send official transcripts to the Office of the Registrar after final grades have posted.
2. Transfer grades will not replace Linfield grades.
3. Transfer grades will not be used to compute a student's Linfield GPA (grades earned on transfer courses will not affect the Linfield GPA).
4. Courses will not transfer if:
  - A grade of C- or below is earned (C or above is required)
  - A lower level course is taken after completing a more advanced course
  - Total credits (Linfield + transfer) at any time is more than 18 credits for fall/spring or 5 credits for Jan Term
  - Transferring of credits violates these limit rules:
    - no more than 72 credits from community colleges
    - residence of 30 credits at Linfield (no more than 95 may be transferred)
    - senior residency of 20 of the last 30 credits at Linfield (no more than 10 of the last 30 may transfer)
5. Linfield College is under no obligation to award academic credit for transfer coursework which has not been preapproved or when doing so would violate any Linfield College rule or policy.

### For International Transfer Courses

1. Students studying at an international institution not affiliated with an accredited US institution of higher education will bear the cost of securing a transcript evaluation from an approved evaluating agency (see NACES.org).
2. Students studying at an institution affiliated with a US institution who cannot provide the necessary supporting materials (syllabi, etc.) should contact the International Programs Office (Walker 120).