

Southwestern University

PERMISSION TO ADD TRANSFER COURSES TO SOUTHWESTERN UNIVERSITY RECORD

PLEASE NOTE:

- This application should be filed in advance if you plan to transfer work from another college or university. Complete the course information below and return to the Registrar's Office for approval. If a course equivalency cannot be determined, the form will be returned to the student for a signature from the appropriate Department Chair.
- Transfer course work must be reported by official transcript mailed to the Registrar at Southwestern University. (See address below)
- No grade below C- will transfer.
- Special Permission is required for transfer of credits in the last 33 hours of work in your degree. (See box below)
- No course taken at a junior or community college will count as upper level.

PLEASE CLEARLY PRINT ALL INFORMATION

Name: _____

Student I.D. or SS# _____ Phone or Ext: _____

S.U. E-mail: _____ S.U. Box: _____

Major _____ Classification: **FY SO JR SR**
Please circle one

Number of Total Completed Credit Hours *before* taking the requested course(s): _____

Name/ Location of College where course(s) will be taken: _____

Session: [] SU 20__ [] FA 20__ [] SP 20__ Dates of Session: from _____ to _____

DEPT.	COURSE # THERE*	COMPARABLE # HERE	CREDIT HOURS	# OF WEEKS	APPROVAL SIGNATURE OF ASST. REGISTRAR OR DEPARTMENT CHAIR	DATE

* Additional documentation may be required for POK approval.

<p>SPECIAL PERMISSION REQUESTED:</p> <p>In last 33 hours? YES ____ NO ____</p> <p>Approval of Registrar:</p> <p>_____</p> <p>Date: _____</p>	<p>_____</p> <p><i>Student's Signature</i> _____ <i>Date</i> _____</p> <p>_____</p> <p><i>Printed Name of Academic Advisor</i></p>
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Office of the Registrar • P.O. Box 770 • Georgetown, TX 78627
Phone: 512-863-1952 • Fax: 512-863-1685