

Must attach course description from other school

**Transfer Credit Course Approval**

See reverse for Transfer Credit Policies &amp; Guidelines

Please clearly print all information.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Transfer Course Information** **Attach Course Syllabus/Description for Evaluation.**

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_

Course Prefix—#: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Enrollment/Completion Dates: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Semester<sup>†</sup> Hours: \_\_\_\_\_ Quarter<sup>‡</sup> Hours: \_\_\_\_\_  
<sup>†</sup>Should transfer in for same credits. <sup>‡</sup>Should not transfer in for same credits.

Course Mode:     In-Class     Online     Independent Study     Correspondence (paper, mail, video/audio, etc.)

**Transfer Credit Request** **Must be completed prior to approval signatures.**

I would like to use this transfer course to meet the following Taylor requirement. I have attached the course description from the college where I plan to take the course. I understand that I must request the other college to send an official transcript to Taylor University upon completion of the course, and that I must earn a final grade of C- or better for transfer credit.

TU Course #: \_\_\_\_\_ TU Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Academic Program (major, minor, concentration)     Foundational Core     Other: \_\_\_\_\_

**Approval Signatures** **Obtain required\* and additional<sup>†</sup> approval signatures before submission to Registrar.**

<b>*Academic Advisor</b>	_____
	<small>Required</small>
<b>*Course Department Chair</b>	_____
	<small>Required</small>
<b><sup>†</sup>Major/Minor Department Chair</b>	_____
	<small>Only for major/minor requirements</small>
<b><sup>†</sup>Education Department Chair</b>	_____
	<small>Only for elementary &amp; secondary education majors</small>
<b><sup>†</sup>Coordinator of Foundational Core</b>	_____
	<small>Only for SP or CC credit</small>

**Registrar Office** **For use by Office of the Registrar only.**

Approved                       I.S. Hours                       Graduation Candidate: \_\_\_\_\_

Denied                               Credit Hours Differ (including quarter hours)     Enrollment/Transcript Deadline: \_\_\_\_\_

Transfer Course is *equivalent* to TU course. [Course will be articulated.]

Transfer Course will *substitute* for TU course.

TU Course Prefix—#: \_\_\_\_\_ TU Course Title: \_\_\_\_\_ TU Credit Hours: \_\_\_\_\_

Course Evaluation by Academic Department Chair.    Date: \_\_\_\_\_

**Registrar** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Transfer Credit Policy—Prospective Students**

Prospective students should complete the Pre-Enrollment Evaluation Request form rather than this form.

### **Transfer Credit Policy—New Students**

To receive credit for course work earned at other accredited universities, new students should request that college transcripts be sent directly to the Office of Admissions at Taylor University. These transcripts are then forwarded to the Office of the Registrar for transfer credit evaluation; a copy of the evaluation is sent to the student. The Office of the Registrar evaluates courses for foundational core and elective credit and confers with the appropriate department chair to have major or minor courses evaluated for transfer credit. Course descriptions and syllabi may be required in order to evaluate transfer courses.

### **Transfer Credit Policy—Current Students**

After enrolling at Taylor, students who plan to take a course at another university during the summer or during a semester's absence and wish to transfer credit to apply toward a degree, must complete a transfer credit course approval form signed by the student's academic advisor, course department chair, and the Registrar prior to enrolling in the course. The major or minor department chair's signature may be required if the course is a major/minor requirement. Upon successful completion of the course, students must request that an official transcript be sent directly to the Office of the Registrar at Taylor.

The guidelines for accepting transfer credit are as follows:

- Taylor University reserves the right to accept or reject courses for transfer credit. Remedial or vocational courses are not transferable.
- Accepting courses for transfer credit and applying them toward various degree requirements are separate considerations. Courses that transfer as elective credit may not be applicable to specific requirements.
- Courses accepted for transfer, but not equivalent to a Taylor University course, may be transferred in as 199 or 399 under the appropriate discipline; general electives not eligible toward any program may be transferred in as ELCT 199 or 399.
- Only course work with a grade of C- or better will be accepted. Courses taken for a grade mode of pass, credit, or satisfactory do not transfer unless the transcript indicates that the grade is equivalent to at least a C-. Although a minimum grade is required, grades do not transfer. The student's GPA is computed only on work offered by or through Taylor University.
- Only credits taken at an accredited college may be accepted for transfer credit. A maximum of 64 hours of credit may be transferred.
- Transfer credit will not be accepted and duplicate hours will not be awarded for equivalent courses previously earned with a grade of D- or better at Taylor. However, the grade on the transfer institution's transcript may be used to validate completion of the course to meet a curriculum requirement with the required grade. Students attempting to raise their cumulative or major/minor GPAs must repeat the exact course(s) at Taylor.
- The Director of Teacher Certification must approve courses that apply toward teacher certification.
- Credit by examination (e.g., AP, CLEP, IB) recorded for a specific course on an official transcript must meet Taylor standards in order to be accepted for credit. Procedures for acceptance of credit may be obtained from the Office of Academic Assessment. Departmental challenge exams from other institutions are not transferable.
- Graduation honors are computed only on Taylor University course work, including most transcripted off-campus programs.
- Degree residency requirements: (1) students must complete 50 percent of the minimum degree hours at Taylor University [e.g., 64 of the minimum 128 hours required for the baccalaureate degree; 32 of the minimum 64 hours required for the associate degree]; (2) students must complete 50 percent of the major or minor hours at Taylor University; and (3) at least 22 of the last 30 hours must be taken at Taylor University.

### **Distance Learning Policy**

No more than 16 hours of distance learning may be taken to fulfill degree requirements; courses included in the regular schedule of classes as offered online during Fall, Spring, and Summer terms do not count toward this limit.

The guidelines listed below for accepting transfer credit are also used in evaluating distance learning courses taken at other accredited universities. After enrolling at Taylor, students must complete a transfer credit course approval form signed by the student's academic advisor, course department chair, and the Registrar prior to enrolling in the course. The major or minor department chair's signature may be required if the course is a major/minor requirement. Upon completion of the course, students should request their transcripts be sent directly to the Office of the Registrar at Taylor before the next enrollment period.

Courses taken through Taylor University Online (TWO) require the completion of the TWO course approval form which includes the approvals stated above. *Grades earned affect the student's GPA and are recorded on the student's transcript.* Normally, these online courses are not considered part of the academic load for tuition, enrollment verification, or financial aid purposes. Students on institutional academic probation are not permitted to register for courses through TWO unless repeating the course. No academically suspended student may be enrolled in any Taylor courses, including those offered by TWO. Candidates for graduation must complete all distance learning course work and exams so that final grades are submitted by the dates specified by the Office of the Registrar.

### **Transfer Credit Policy for Non-Taylor University Off-Campus/Study Abroad Programs**

Taylor University invests considerable time, effort, and resources for the creation of off-campus/study-abroad programs consistent with the standards and educational objectives of the University and the needs of its students. Students wishing to receive credit from a study-abroad/off-campus program not offered through Taylor University are responsible for initiating the approval process prior to program application to ensure approval of the program and appropriate transfer of credits.

Taylor University will not enter into a consortium agreement with any foreign/domestic college/university or study-abroad/off-campus agency for non-Taylor programs. No financial aid (federal, state, or institutional) will be awarded to students participating in non-Taylor programs.

Students must be in good academic standing and meet the following policies as they plan for and participate in any non-Taylor University study-abroad/off-campus program:

- Taylor University recommends that students begin the program and course approval process one year prior to the anticipated enrollment in any non-Taylor study-abroad or off-campus program. Students should schedule an appointment with the Registrar to initiate the application process to meet all deadlines.
- The study-abroad/off-campus program must be sponsored by other regionally accredited colleges or universities.
- Transfer credit will be accepted if prior approval has been granted by the academic department, Coordinator of the Foundational Core Curriculum, and Registrar. All course approvals must be finalized by March 1, for the following Summer or Fall, and October 1, for the following Spring.
- Course offerings and schedules are subject to change; Taylor University cannot guarantee that course changes will be accepted without the appropriate approvals prior to attending the program.
- The sponsoring college/university must grant the credit and grade for each course. Upon completion of the approved course(s), an official transcript from the sponsoring college/university must be sent to the Office of the Registrar.
- No more than 17 credit hours will be approved for semester-long programs.
- No more than 12 hours will be approved for Summer.
- 22 of the last 30 credit hours must be completed through Taylor University.
- Fifty percent of the degree hours must be completed through Taylor University.
- Fifty percent of the major/minor hours must be completed through Taylor University.

*Additional information concerning transfer credit policies is available from the Office of the Registrar.*