



COLLEGE OF ARTS AND SCIENCES
TRANSFER APPROVAL REQUEST

Student Name _____ ID # _____ Cell Phone # _____

Please Print

Name and Location of School to Attend _____ Dates of the Enrollment _____

Student Signature _____ Date _____

Courses on Articulation Agreements (www.redlands.edu/articulation) do NOT require prior approval. The course will transfer to fulfill the approved LAF/LAI, given that it is graded C or higher, is not a repeat, and does not cause an excess of transfer credits.

Transfer Regulations:

Students must obtain prior approval from the Registrar's Office to transfer a course(s) from another institution(s).

- The institution must be regionally-accredited. Exceptions will require a petition to the Academic Review Board.
- Transfer courses require a grade of "C" or better. Credit/No Credit courses must be equal to a "C" or better.
- Transfer credits are converted to semester credit hours. One quarter credit equals 2/3 of one semester credit. (i.e., 4 quarter credits = 2.67 semester credits)
- Transfer semester credit limits: 66 credits maximum from a 2-year college; 96 credits from a 4- year institution
- Courses taken for the Liberal Arts Foundation, Liberal Arts Inquiry, the major, or the minor must be taken for a letter or numerical grade.
- Transfer courses are not listed individually on the official U of R transcript and are not figured into the GPA.
- If in their final year, student must also petition for waiver of the Final 32 Hours in Residence requirement.
- If course(s) is taken concurrently with U of R courses and results in a total of more than 19 credits for the semester, a petition for an overload is needed.
(The overload fee for excess credits is referenced in the current tuition and fee schedule.)

Instructions:

1. List the course(s) at the outside institution. Specify, if requesting, major, minor, LAF/LAI or elective requirement.
2. Attach a photocopy of the catalog cover and course description from the catalog for each course approval requested.
 - a. *Description from Schedule of Classes not acceptable.*
3. ***Signatures:*** For major/minor requirements, obtain department chair signature(s). Registrar's Office evaluates LAF/LAI, elective requests.
4. ***TRANSCRIPT SUBMISSION:*** Request transcripts for the approved course after completion:

Official transcript must be forwarded directly to: University of Redlands, Registrar's Office, P O Box 3080, Redlands, CA 92373-0999

*****Hand-carried or issued to student transcripts will not be accepted*****

<u>Transfer</u>			<u>Department Approval</u>		<u>Registrar Approval</u>			
Dept., Course # and Title	Major	Minor	Dept. Chair Signature (for major/minor)	Equivalent Course/ Category	LAF/LAI <small>Indicate LAF/LAI</small>	Elective	Approved	Denied

Reviewed by _____ Date _____

Registrar's Office

Comments: