



## TRANSFER CREDITS PRE-APPROVAL FORM

STUDENT: \_\_\_\_\_

Email: \_\_\_\_\_

AUR Major: \_\_\_\_\_ Semester & year you wish to take these courses: \_\_\_\_\_

Current Status:      ◇ Freshman                      ◇ Sophomore                      ◇ Junior                      ◇ Senior

Name and City/State of Institution you wish to attend: \_\_\_\_\_

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### INSTRUCTIONS & POLICY

In order to attend another institution & transfer back credits to AUR you must:

1. Complete this form and attach a syllabus or detailed course description for each course you wish to take, including number of semester credits
2. Request approval from your academic advisor and return signed form to the Registrar's office before starting these courses
3. When you have completed the course(s), have the institution you attend send an official transcript with final grades to the Registrar's office

Course Number & Title of Course to be taken	Credit hours	AUR equivalent	Approved
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO

### IMPORTANT:

- Only a grade of "C" or better will be accepted for transfer credit purposes
- Transfer credits are transferred as credits only – they will not be calculated in your GPA
- You must attend a regionally accredited institution

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Academic Advisor : \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Updated May 18, 2018