TRANSFER COURSE APPROVAL FORM

DATE: __________________ Grad Date: ____________

PASS OR FAIL CLASSES WILL NOT BE ACCEPTED

The following is a request for approval to take a course at another Institution and it be allowed to fulfill a requirement at Oklahoma Christian. Please attach a course description to this form. This form must be filled out and approved before enrollment in the course at another institution.

A COURSE MAY NOT BE TAKEN AT ANOTHER INSTITUTION TO REPLACE A GRADE FOR A COURSE TAKEN AT OC.

Student’s name: _______________________________
Student’s ID #: _______________________________
Student’s major: _______________________________
Student’s minor: _______________________________
Student’s catalog year: _________________________

TRANSFER COURSE (course number and title)

WHAT COLLEGE OR UNIVERSITY: When:

TO BE USED FOR WHAT COURSE AT OC (course number and title)

Have you taken this course at OC?* Yes_________ NO_________

**The course from another school cannot replace the grade at OC.

_____ Approve _____ Disapprove

Signature of Dean or Departmental Chair: ____________________________
(Needed if used in major or minor.)

Date:____________________

Return form to the Registrar’s Office if course used only in gen ed.

FOR THE OFFICE OF THE REGISTRAR ONLY:

Stephanie Baird ____________ Donna Lamb or Karen Driskill ____________

Students may not take more than 15 hours of transfer credit. No more than 6 of these hours can be used in the student’s major.
Enter course description:

________________________________________________________
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