

TRANSFER COURSE APPROVAL FORM

DATE: _____

Graduation 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 University.

This form **must** be filled out and approved before enrollment in the course at another institution.

Are you a Student Athlete? _____

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.

Student's name: _____

Student's ID #: _____

Student's major: _____

Student's Minor: _____

Number of hours taken at another school since starting at OC: _____

TRANSFER COURSE (course number and title- ATTACH COURSE
DESCRIPTION)

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 core curriculum.

Stephanie Baird or Karen Driskill _____

Nicole Carpenter or Debbie Newberry _____

Scanned and emailed to student _____