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: ____________________________
(Needs 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 __________________
Colleen Decker ___________________
Processed: _____________________