

# 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 \_\_\_\_\_

Colleen Decker \_\_\_\_\_

Processed: \_\_\_\_\_