WILLAMETTE UNIVERSITY

Registrar's Office

Undergraduate Request to Transfer Credit to Willamette University

Please complete this form prior to enrolling in the proposed transfer course. Attach the course description and syllabus for the proposed transfer course and return this form to the Registrar's Office, 1st floor Waller Hall, or via email, registrar@willamette.edu, unless otherwise directed below. Use a separate form for each proposed transfer course.

If transfer credit is approved, it is the student's responsibility to have an official transcript, showing the final course grade, mailed from the transfer institution to Willamette University Registrar's Office, 1st floor Waller Hall, 900 State Street, Salem, OR 97301.

Transfer Credit Policy:

Students may apply a maximum of 64 transfer credits toward a Willamette degree. In most cases, courses taken at regionally accredited colleges or universities will receive full credit if they are comparable to courses offered at Willamette, or otherwise consistent with the goals and standards of Willamette's undergraduate degree programs.. Courses with grades below C- (C minus) will not receive credit. Transfer courses are not used in computing the Willamette University grade point average. To be eligible for transfer credit, college courses must be described in the college catalog and recorded on the college transcript. Additionally, at least 60 degree credits must be earned in residence at Willamette University, and at least 32 of the final 40 degree credits must be earned in residence or in Willamette-sponsored off-campus study programs.

Student Information:

Name: _____ **Student ID Number:** _____

Class: ☐ **Freshman** ☐ **Sophomore** ☐ **Junior** ☐ **Senior** **Total Credits Earned:** _____

Email Address: _____

Student Signature: _____ **Date:** _____

Information about Proposed Transfer Course:

Name of Institution: _____

City: _____ **State:** _____

Course Title: _____

Course Number: _____ **Credits:** _____ ☐ **Quarter Hours** ☐ **Semester Hours**

☐ **Course Description and Syllabus Attached**

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I would like this course to apply to my Willamette University Degree as follows:

☐ **Major Requirement**

Requirement Number on Degree Audit and/or Willamette Equivalent: _____

Major Department Chair Name: _____

Major Department Chair Approval Signature: _____

Major Department Chair Approval Date: _____

☐ **Minor Requirement**

Requirement Number on Degree Audit and/or Willamette Equivalent: _____

Minor Department Chair Name: _____

Minor Department Chair Approval Signature: _____

Minor Department Chair Approval Date: _____

☐ **General Education Requirement**

Please turn in a completed General Education Petition form (https://my.willamette.edu/site/registrar/pdfs/general-education-petition.pdf) and submit to the Associate Dean for Curriculum and Student Success per form instructions.

- **o World Engagement**
  - **o Non-English Language**
  - **o Further Experience**
- **o Power, Difference and Equity**
- **o Distribution**
  - **o Mathematical Science**
  - **o Natural Science**
  - **o Social Science**
  - **o Arts and Humanities**
- **o Writing Program**

☐ **General Credit**

Registrar's Office Use Only:

Decision: ☐ **Approved** ☐ **Denied**

By: _____ **Date:** _____

Copy of completed form emailed to student: ☐ **Date:** _____

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