**AUSTIN COLLEGE**

This form should be completed and returned to the Registrar's Office prior to a current Austin College student taking coursework at another institution to ensure that credits can be utilized toward the degree requirements.

Name (Last, First, Middle)                                    Austin College ID #

Local Address (Street, City, State, Zip) or AC Box #

Mentor Name                                    Projected Graduation Date

College/University to Attend                                    Term/YR

List below the course for which you are requesting transfer approval:

| DEPT-Number | Course Title | Credits/Sem Hours | AC Requirement Met |
|---|---|---|---|
| | | | |

IMPORTANT NOTES:
- Transfer courses must be passed with a grade of C or better. Transfer courses are not used in calculating the cumulative grade point average at Austin College.
- Courses being repeated at another institution will not be used to recalculate the grade point average at Austin College.
- Courses which are being used to meet requirements for a major or minor are approved by the appropriate Chair/Director.
- Courses which are being used to meet quantitative reasoning, writing requirement, or elective credit are approved by the Registrar's Office (in some cases with consultation with appropriate departments).
- Courses which are being used toward language competency must be approved by the Chair of Classical and Modern Languages.
- To be approved as elective credit a course must be appropriate to the Austin College liberal arts degree.
- Students are responsible for requesting that an official transcript be send from the transfer institution directly to the Austin College Registrar's Office. Hand carried transcripts must be in a sealed envelope from the transfer institution.
- Last semester seniors are cautioned on taking courses for transfer as transfer credit may delay the final conferral of the degree.  Be aware of deadlines provided by the Registrar's Office.

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Student Signature                                                                                    Date


Mentor Signature                                                                                    Date


Department Chair/Program Director Signature
(only if course is needed for the major or minor)                                        Date


Additional Chair/Program Director Signature (if needed)                          Date


Chair for Classical and Modern Languages
(only if course needed to meet Language Competency)                            Date


Registrar                                                                                                Date