



# NORTH PARK UNIVERSITY

## *Records Office*

### APPLICATION TO TRANSFER CREDIT

Name \_\_\_\_\_  First-Year  Second-Year  Third-Year  Fourth-Year  
 ID# \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

#### Instructions

1. Fill out the Course Information section and attach a copy of the course description.
2. Read the Academic Policies section and sign.
3. Obtain the required signatures.
4. Return this form to the Records Office. A copy will be sent to you with final approval or denial.

#### Course Information

Name of School \_\_\_\_\_ Expected Dates of Attendance \_\_\_\_\_  
 Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
 Number of Credits \_\_\_\_\_  Semester  Quarter

<b>The above course will replace what NPU course:</b>	
<b>To meet requirements for:</b>	<input type="checkbox"/> General Education <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective

#### Academic Policies Regarding Transfer Credit

- I understand the following:
- Credit will not be accepted from a two-year community or junior college after I have earned 60 semester hours.
  - My last 30 semester hours must be taken at North Park University.
  - It is my responsibility to have a transcript sent to North Park after I have completed the course.
  - Transfer credit will not be posted to my North Park transcript until Records Office approval has been obtained.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Signatures Required

The above transfer course and substitution is:

**ADVISOR:**

Approved  Denied    Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT CHAIRPERSON (in which the course is offered):**

Approved  Denied    Signature \_\_\_\_\_ Date \_\_\_\_\_

**RECORDS EVALUATOR:**

Approved  Denied    Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>Records Office Use Only:</i>			
Date rec'd:	Copy sent:	Total SH:	Petition needed: <input type="checkbox"/> yes <input type="checkbox"/> no
Initials:	Initials:	SH remaining:	Petition approved: <input type="checkbox"/> yes <input type="checkbox"/> no