

Please print

Student Name _____ Student ID# _____

Anticipated Graduation Date: JAN MAY AUG DEC 20____ Curriculum Guide/Catalog Year _____

Major(s) _____ Minor(s) _____ Degree: AA BA BS BM

Student Signature _____ **Date** _____

Transfer Course Information
Attach Course Syllabus/Description for Evaluation.

College/University: _____ City/State: _____

Course Prefix—#: _____ Course Title: _____

Course Enrollment/Completion Dates: ___ / ___ / ___ to ___ / ___ / ___ Semester Hours: _____ Quarter Hours: _____

 Course Mode: In-Class Online Independent Study Correspondence (*paper, mail, video/audio, etc.*)

Transfer Credit Request

I would like to use this transfer course to meet the following Taylor requirement:

TU Course #: _____ TU Course Title: _____ Credit Hours: _____

 Academic Program General Education _____ Other: _____
 (*major, minor, concentration*)

Approval Signatures
Obtain all applicable approval signatures before submission to Registrar.
Academic Advisor _____ **Date** _____

Major/Minor Department Chair _____ **Date** _____
For major/minor requirements
Education Department Chair _____ **Date** _____
For elementary & secondary education majors only
Director of General Education _____ **Date** _____
For WR—SP—CC credit
Registrar Office
 Approved IS Hours Graduation Candidate: _____

 Denied Credit Hours Differ Enrollment/Transcript Deadline: _____

 Transfer Course is *equivalent* to TU course. [Course will be articulated.]

 Transfer Course will *substitute* for TU course.

TU Course Prefix—#: _____ TU Course Title: _____ Credit Hours: _____

 Course Evaluation by Academic Department Chair. Date: _____

Registrar _____ **Date** _____

Transfer Credit Policy—New Students

To receive credit for course work earned at other accredited universities, new students should request their official transcripts be sent directly to the Office of Admissions at Taylor University. These transcripts are then forwarded to the Office of the Registrar for transfer credit evaluation; a copy of which is sent to the student. The Registrar evaluates courses for general education, elective credit and meets with the appropriate department chair to have major or minor courses evaluated for transfer credit. Course descriptions and syllabi may be required in order to evaluate transfer courses.

Transfer Credit Policy—Current Students

After enrolling at Taylor, students who plan to take a course at another university during the summer or during a semester's absence, and wish to transfer credit to apply toward a Taylor degree must complete a transfer credit course approval form signed by the student's academic advisor, course department chair and the Registrar prior to enrolling in the course. The major or minor department chair's signature may be required if the course is a major/minor requirement. Upon completion of the course, students should request their official transcripts be sent directly to the Office of the Registrar at Taylor prior to the next enrollment period.

The guidelines for accepting transfer credit are as follows:

- Taylor University reserves the right to accept or reject courses for transfer credit. Remedial or vocational courses are not transferable.
- Accepting courses for transfer credit and applying them toward degree requirements are separate considerations. Courses that transfer as elective credit may not be applicable to specific requirements.
- Only course work with a grade of C- or better will be accepted. Courses taken for a grade mode of pass, credit or satisfactory do not transfer unless the transcript indicates that the grade is equivalent to at least a C- or better. Although a minimum grade is required, *grades do not transfer*. The student's GPA is computed only on work offered by or through Taylor University.
- Transfer credit will not be accepted and duplicate hours awarded for equivalent courses previously earned with a grade of D- or better at Taylor. However, the grade on the transfer institution's transcript will validate completion of the course to meet a curriculum requirement with the required grade. *Students attempting to raise their GPAs must repeat the respective course(s) at Taylor.*
- Degree residency requirements: (1) students must complete 50 percent of the minimum degree hours at Taylor University [i.e., 64 of the minimum 128 hours required for the baccalaureate degree; 32 of the minimum 64 hours required for the associate degree]; (2) students must complete 50 percent of the major or minor hours at Taylor University; and (3) at least 22 of the last 30 hours must be taken at Taylor.
- A maximum of 64 hours of credit may be transferred from an accredited two-year college.
- Credits transferred from an accredited four-year college may be accepted based on the course level taken at the transfer institution; however, lower-division (100-/200-level courses) or upper-division (300-/400-level courses) credit will be awarded based upon the Taylor equivalency or substitution course level.
- The Director of Teacher Certification must approve courses that apply toward teacher certification.
- Credit by examination (i.e., AP, CLEP, IB) recorded for a specific course on an official transcript must meet Taylor standards in order to be accepted as transfer credit. Procedures for acceptance of credit may be obtained from the Office of Academic Assessment. Departmental challenge exams from other institutions are not transferable.
- Graduation honors are computed only on Taylor University work.

Distance Learning—Correspondence Courses—Taylor University Online

No more than 12 hours of distance learning may be taken to fulfill degree requirements. The total maximum of distance learning and independent study is 16 hours.

The guidelines listed above for accepting transfer credit are also used in evaluating distance learning courses taken at other accredited universities. Courses taken prior to entering Taylor University require approval by the Registrar. After enrolling at Taylor, students must complete a transfer credit course approval form signed by the student's academic advisor, course department chair and the Registrar prior to enrolling in the course. The major or minor department chair's signature may be required if the course is a major/minor requirement. Upon completion of the course, students should request that transcripts be sent directly to the Office of the Registrar at Taylor before the next enrollment period.

Courses taken through Taylor University Online (TU Online) require the completion of the TU Online course approval form and the approvals stated above. *Grades earned affect the cumulative GPA*. These courses are not considered part of the academic load for enrollment verification or financial aid purposes. No student on institutional academic probation is permitted to register for courses through TU Online unless repeating a course. No academically suspended student may be enrolled in any Taylor courses, including those offered by TU Online. Candidates for graduation must complete all distance learning course work and exams by the date specified by the Registrar.

Non-Taylor University Study-Abroad/Off-Campus Programs

Taylor University invests considerable time, effort and resources for the creation of study-abroad/off-campus programs consistent with the standards and educational objectives of the University and the needs of its students. Students wishing to receive credit from a study-abroad/off-campus program not offered through Taylor University are responsible for initiating the approval process prior to program application to ensure approval of the program and appropriate transfer of credits.

Taylor University will not enter into a consortium agreement with any foreign or domestic college/university or study-abroad/off-campus agency for non-Taylor programs. No financial aid (*federal, state or institutional*) will be awarded to students participating in non-Taylor programs.

Students must be in good academic standing and meet the following policies as they plan their study-abroad/off-campus program participation:

- Taylor University requires that students begin the program and course approval process one year prior to their anticipated enrollment in any non-Taylor study-abroad/off-campus program. *Students should schedule an appointment with the Registrar to initiate the application process.*
- The study-abroad/off-campus program must be sponsored by other regionally accredited colleges/universities.
- Transfer credit will be accepted only if prior approval has been granted by the academic department, Director of General Education and Registrar. All course approvals must be finalized by March 1, for the following summer or fall semester, and October 1, for the following spring.
- Course offerings and schedules are subject to change; Taylor University cannot guarantee that course changes will be accepted without the appropriate approvals prior to attending the program.
- The sponsoring college/university must grant the credit and grade for each course. Upon completion of the approved course(s), an official transcript from the sponsoring college/university should be sent directly to the Office of the Registrar at Taylor University.
- No more than 17 credit hours will be approved for semester-long programs.
- No more than 12 hours will be approved for summer term programs.
- Twenty-two (22) of the last 30 hours must be completed at Taylor.
- Fifty percent of the degree hours must be completed at Taylor.
- Fifty percent of the major/minor hours must be completed at Taylor.