



OFFICE OF THE REGISTRAR

TRANSFER OF CREDIT PREAPPROVAL

STUDENT INFORMATION

Student Name _____

Linfield ID No. _____

Linfield Email Address _____

Faculty/Academic Advisor _____

College or University Where Classes Will Be Taken _____

Term(s) Attending _____

LINFIELD CURRICULUM/ELECTIVES

Transfer Course	Course Title	Credits (Quarter/Semester)	Linfield Curriculum/Elective	Syllabus/Course Description	Reviewer's Signature
1				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____
2				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____
3				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____
4				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____

MAJOR OR MINOR CREDIT

Transfer Course	Course Title	Credits (Quarter/Semester)	What Area of Major or Minor?	Syllabus/Course Description	Department Chair's Signature
<i>EXAMPLE: HIST 320</i>	<i>History of India</i>	<i>3 semester credits</i>	<i>Core, Elective</i>	<i>Check one</i>	<i>FOR OFFICE USE ONLY</i>
1				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only
2				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only
3				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only
4				<input type="checkbox"/> Syllabus <input type="checkbox"/> Description	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Sign: _____ <input type="checkbox"/> All Students <input type="checkbox"/> This Student Only

STRK Updated: _____ Results to Advisor & Student: _____ Reviewer: _____

I acknowledge I have read the Additional Transfer Notifications on Page 2 of this document:

STUDENT'S SIGNATURE _____

Date _____

ADDITIONAL TRANSFER NOTIFICATIONS

Procedures

1. Review Linfield Transfer Guideline and Policies <http://linfield.edu/registrar/transfer-credit.html>
2. Complete the form on the reverse side of this form.
3. Prepare a packet for the department offering the Linfield course you believe is equivalent to your transfer course. The packet should consist of this form, information from the appropriate college catalog, syllabus, textbook and anything you feel would be helpful in reviewing your request.
4. For Major or Minor credit, bring this form along with a syllabus and/or course description to the appropriate department. Upon completion, return this form to the Registrar's Office.
5. For LC/Electives, bring all the materials to the Registrar's Office.
6. The Registrar's Office will send an e-mail to your Linfield account notifying you of the equivalency decision.
7. After taking a course(s), send an official transcript directly to the Registrar's Office.
8. The Registrar's Office will send an e-mail to your Linfield account notifying you that the office has received your transcript and updated your record.

Policies

1. Send official transcripts to Office of the Registrar after final grades have posted.
2. Courses may not be transferred if:
 - A grade of C- or below is received (C or above is required.)
 - No lower level course may be taken after completing a more advanced course.
 - Total credits (Linfield + transfer) is more than 18 semester credits for fall/spring or 5 semester credits for Jan Term.
 - Transferring of credits violates these limit rules:
 - no more than 72 credits from community colleges
 - residence of 30 credits at Linfield (no more than 95 may be transferred.)
 - senior residency of 20 of the last 30 credits at Linfield (no more than 10 of the last 30 may transfer.)
3. Linfield College is under no obligation to award academic credit for transfer coursework which has not been preapproved or when doing so would violate any Linfield College rule or policy. Transfer grades will not replace Linfield grades.

For International Students

1. Students studying at an international institution not affiliated with an accredited US institution of higher education will bear the cost of securing an outside evaluating agency (see NACES.org.) Students studying at an institution affiliated with an U.S. institution who cannot provide the necessary supporting materials should contact the International Programs Office (Walker 120).
2. Students studying at an institution affiliated with a US institution who cannot provide the necessary supporting materials (syllabi, etc.) should contact the International Programs Office (Walker 121).