

## Approval for Transfer Course Equivalencies

Please print or type Date \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_

Campus Box \_\_\_\_\_ Phone \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ Advisor \_\_\_\_\_

Email \_\_\_\_\_ Degree Plan on file? Yes No

My anticipated graduation: \_\_\_\_\_

Semester Year

List each course you wish to transfer and the Centenary equivalent. Note the example provided.

Dept.	Course Number	Course Title	Name of College	Use*	Centenary Equivalent	When?
HIST	101	American History I	LSUS	C	HIST 205	Summer 2013

\*Use: **MJ** = Course in your major, **C** = Core course, **S** = Supportive course, **E** = Elective/minor course

ACTION TAKEN \_\_\_\_\_ Approved

\_\_\_\_\_ Approved as Amended Registrar's Office \_\_\_\_\_

\_\_\_\_\_ Not Approved

\_\_\_\_\_ Requires a Petition Advisor/Dept. Chair \_\_\_\_\_

**Only needed for 300 level or above courses**

**NOTE: Any substitution of courses from those approved on this form must also be approved.**

**Please take note:**

- Maximum 9 hours (including hours taken at Centenary) may be taken during the Summer. No more than 6 hours can be taken per summer session.
- Maximum 18 hours (including hours taken at Centenary) may be taken during a regular semester.
- **Credit will not transfer** if the credit is earned during a period of time the student is concurrently enrolled at Centenary should the transfer hours attempted cause the student to exceed 18 hours of enrolled credit (nine [9] hours in the summer session) without prior permission from the Centenary Provost.
- **Credit will not transfer** to Centenary to replace credits earned at Centenary for equivalent courses.
- **Credit will not transfer** to Centenary when an evaluation of the student's degree plan shows that such credit is earned subsequent to completion of a Centenary degree.
- If Junior status, student must have a degree plan on file in the Registrar's Office.
- Academic policy requires students to secure permission from their advisor and the Registrar to transfer any credit earned within the last two long semesters (Fall and Spring) prior to graduation.
- Student must earn a C or better in order to transfer any course credit back to Centenary.