Approval for Transfer Course Equivalencies

Please print or type Date_____

Name_____ ID#_____

Campus Box_____Phone_____ Class_____

Address_____ Major_____

_____ Advisor_____

I anticipate finishing my studies: _____ _____ Degree Plan on file? ☐ Yes ☐ No

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 99

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

ACTION _____ Approved

TAKEN _____ Approved as Amended Registrar_____

_____ Not Approved Advisor/

_____ *Requires a Petition (Dept. Chair)_____

if above 300 level

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

Please take note:

- Distance Learning Policy: In order to award transfer hours Centenary Academic Policy requires that there be direct classroom interaction between faculty and students. Therefore **no credit can be awarded** for televideo, online, or self-paced learning courses.
- 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 (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 you 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.