

# Petition to Transfer Course Work to Augustana College, Rock Island IL

to Committee on Advanced Standing and Degrees and to General Education Committee

In order to transfer credit earned at another institution, Augustana students must obtain **approval** from the Committee on Advanced Standing and Degrees **prior to taking a course**. (See back of form for specific regulations.) In addition, to receive approval for a course to **fulfill a general education requirement**, the petition must be reviewed by the General Education Committee. Please complete and return this petition to the Office of the Registrar. A separate form must be submitted for each course for which credit is to be transferred. **PLEASE INCLUDE COURSE DESCRIPTION FROM CATALOG.**

**The student is advised that a petition will not be considered if the information required is not supplied in complete detail.**

**STUDENT MUST SEE THAT ALL INFORMATION IS COMPLETE IN SECTIONS I & II:** Date: \_\_\_\_\_

## **I. STUDENT INFORMATION:** to be completed by the student

Name (print): \_\_\_\_\_ I.D. No: \_\_\_\_\_

Declared Major(s): \_\_\_\_\_ Faculty Advisor (s): \_\_\_\_\_

Total credits earned to date: \_\_\_\_\_ Transfer credits earned to-date: \_\_\_\_\_

## **II. TRANSFER COURSE INFORMATION:**

Academic term course is to be taken: FALL WINTER/J-TERM SPRING SUMMER Year: \_\_\_\_\_

Institution where course work is to be taken: \_\_\_\_\_ Credits: \_\_\_\_\_

Course No: \_\_\_\_\_ \*Course Title: \_\_\_\_\_ Semester or Quarter Hours?

Comparable Augustana course (Number/Title): \_\_\_\_\_ **\*ATTACH COURSE DESCRIPTION**

a) Is this a distance learning course? (i.e., on-line, computer, correspondence, tele course, video-link, or other) YES NO

b) Are you an International Student? YES NO

c) Have you already taken a comparable course at Augustana? YES NO  
If yes, did you earn credit for the course? YES NO

d) Is the credit you are transferring to be applied to the last 12 credits required to complete your degree? YES NO  
(if you answered "YES" to item "c" you must complete a separate form to petition waiver of this requirement)

This course is to be taken to fulfill a requirement for: (circle all that apply)

- a) General Education Requirement (learning perspective or suffix)
- b) Declared Major (required or supporting)
- c) Graduation (elective credits toward graduation)
- d) Declared Minor (required or supporting)

\_\_\_\_\_ (initial here) By signing this form, I acknowledge I have read all of the faculty policies governing transfer coursework in the catalog and on the reverse side of this form. I understand this transfer coursework cannot be taken during the academic year at another institution while I am enrolled concurrently in coursework at Augustana College (i.e., I cannot take courses at another school at the same time I am taking courses at Augustana.)

**\*If you are away from campus, forms can be scanned or photographed (clear & uniform picture) and emailed to advisor for approval. Forms submitted missing signatures and/or course descriptions will be filed no action after 1 week of initial receipt.**

Petitioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's comments: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **REGISTRAR'S OFFICE USE ONLY: This section will be completed by the Office of the Registrar**

Course listed above is: **Pre-approved** **Not yet approved** **Not approved**  
(course will transfer) (student must complete pink form) (course will not transfer)

Suffixes: G D I Q Major or Minor: \_\_\_\_\_

Learning Perspective: PA PN PH PL PS PP \_\_\_\_\_

**Representative of Committee on Advanced Standing and Degrees:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

## Specific Regulations Governing Transfer Credit after a Student Enrolls at Augustana

1. **Prior approval:** Transfer credit is not awarded without approval by the Committee on Advanced Standing and Degrees and the General Education Committee prior to a course being taken. Petition forms for this purpose may be obtained in the Office of the Registrar. Petitions must include: the name of the institution where the course work is to be taken; titles and descriptions of courses; length of the session or term; statements of support from the student's advisor and the appropriate department if credit toward major/minor is being requested. **\*A course description must accompany this form.**

**CAUTION: Graduation requirements may not be taken Pass-No Credit.** Courses required for a major or minor may be taken Pass-No Credit **only** with the permission of the appropriate department chair.

2. **Transcripts:** In order for transfer credit to be awarded, an **official** transcript of **all** course work attempted at other colleges and universities must be submitted for evaluation. Only coursework from other colleges or universities graded "C" or higher will be evaluated for transfer credit. The grade point average for courses accepted from other colleges or universities does **not** transfer. Transcripts should be sent to the Augustana College Office of the Registrar **directly** from the other institutions. Transcripts issued to students and grade sheets are **not** official, and so can not be accepted by the Office of the Registrar.

**NOTE: Approved transfer courses WILL NOT be placed on a student's Augustana permanent record if the student has an outstanding balance in the Business Office.**

3. **Repetition of courses.**

**a. Except** in special circumstances, Augustana **does not permit** courses to be repeated for credit. Once enrolled at Augustana, students may **not** repeat a course at another college or university for which credit has been earned at Augustana or at another college or university.

**b.** Students may not retake **failed** Augustana course work at another college or university without prior approval of the Committee on Advanced Standing and Degrees. It is expected that courses retaken to fulfill general education requirements or requirements within a major or minor will be repeated at Augustana. Petitions to the committee must be supported by: the student's academic advisor, the chair of the department of the student's major or minor; and, when necessary, those responsible for the degree requirement fulfilled by the course to be taken.

4. **Correspondence or Distance course work:** A maximum of nine semester credits in distance education from an accredited undergraduate institution may be applied toward the Bachelor of Arts degree. Distance education course work may **not** be applied toward fulfillment of the foreign language requirement. Distance education includes, but is not limited to the following: internet courses, stored media courses (e.g. videotape and CD ROM), interactive TV courses (2-way audio/2-way video), open broadcast TV courses, and correspondence courses (Augustana College Academic Catalog pg. 21).

5. **Concurrent Registration: Policy and Guidelines:**

Full-time Augustana students (those enrolled in 12 or more credits in a semester or enrolled for one J-term course) may not concurrently carry coursework at any other institution. Students who feel they have an unusual circumstance that requires concurrent registration must request prior approval of the Committee on Advanced Standing and Degrees. The guidelines for prior approval of transfer credit once a student has enrolled at Augustana apply also to petitions for concurrent registration. Students who wish to petition for concurrent registration should continue to attend all Augustana classes during this period. The following guidelines also apply:

- 1) Only students who have earned 61 credits or more and have a strong academic record will be considered for concurrent registration; and
- 2) Petitions for this privilege are approved only if the committee judges that the student's valid educational objectives for an Augustana degree can be met best through concurrent registration.