East Texas Baptist University
Office of the Registrar

PERMISSION FOR COURSE TRANSFER

Complete this form BEFORE enrolling in transfer courses from another institution. An official transcript must be sent from the other institution directly to the ETBU Registrar’s Office in order to receive credit for the coursework.

Complete ALL the following information. A separate form is required for EACH course to be transferred.

Your signature indicates you have READ and UNDERSTOOD the transfer policies of this institution.

Student Name __________________________________________ SSN ____________________________
Major(s) ___________________________________________ Minor(s) _______________________________________

Check the category in which your course will apply:

- Applied in the general education portion of the degree. The general education requirements for each major are specified in the departmental sections of the catalog. A student’s declared major is the basis of the degree audit for graduation. It is the student’s responsibility to ensure the declared major is accurate and his/her degree audit current.

- Applied to any major, minor, or teaching specialization requirement. The student must obtain approval of the appropriate department chair by securing his/her signature below (except for University Studies Majors); then, complete and submit this form to the Registrar’s office before enrolling. Courses to be applied in the major, minor, or teaching specialization may not be taken Pass/Fail.

- Elective credit.

I want to transfer the following course from

(For schools with several branches, please specify which campus)

DEPT (i.e. MATH, ENGL) ___________ COURSE#________________ TITLE______________________________________

YEAR 20_________ Term: SUMMER _____ FALL _______ SPRING _______ OTHER _______

I want to use it for ETBU’s Dept/Course #________________ Course Title_________________________

** IMPORTANT: Is this course intended to count as a repeat of the ETBU course above? YES / NO **

Your signature on this form indicates understanding of the following policies:

1. Official transcripts for work elsewhere must be sent directly to the Registrar’s Office before credit can be awarded.
2. Total course load in any semester must not exceed 18 hours (or 7 in short terms) without permission of your Advisor and the Advisor’s Dean.
3. Total hours transferred from junior colleges must not exceed 66.

Student Signature________________________________________ Date____________________

***If this course is a part of your major or minor, you must have the signature of your department chair below.***

This form has been reviewed and this course is □ approved □ not approved to be used in the student’s degree audit as indicated above.

Chairperson:________________________________________ Date____________________

Registrar:________________________________________ Date____________________

Comments:_________________________________________________________________________

FAILURE TO COMPLETE THIS PROCESS MAY BE THE BASIS FOR DENIAL OF TRANSFER CREDIT. APPROVAL DOES NOT NECESSARILY GUARANTEE THE COURSE WILL MEET THE ABOVE INTENT. THE STUDENT MUST BE SURE ALL REQUIREMENTS ARE MET.

Permission for Course Transfer- 01/2014