

An Easy Guide to Transfer Course Approval Forms

Please follow these simple steps to make the Transfer Course Approval Form process as quick and easy as possible

TRANSFER COURSE APPROVAL STEPS:

Step 1

Select a college/university: Decide which institution you would like to attend and find their catalog, either a hard copy or online.

Step 2

Select a course: Compare the course you are required to take at ACU with the courses offered at that institution. Select the one that sounds the most similar and **print out a copy of the course description**.

Make sure the course you wish to take is degree applicable. Many schools have remedial or continuing education courses which are non-transferable. Course numbering information is found in the college's catalog, usually just before the course listings, or sometimes in the academic information section.

Step 3

Fill out the Transfer Course Approval Form: Take care to fill in the following sections accurately:

College/University: List only one institution per form.

Course#: Example: ENG113 or ART232; please do not use the registration reference number.

Course Title: Example: Composition or Beginning Ceramics

Student Signature: Make sure to read the information above the signature line before signing.

Step 4

Attach your course description to the form and turn it in to the Office of the Registrar.

COURSES NOT APPROVED FOR TRANSFER TO ACU:

- Non-credit bearing coursework
- Remedial coursework
- Vocational coursework (police, fire, medical, nursing, etc.)
- AA or AS degree applicable only coursework
- Witchcraft/Satanic studies
- Continuing education coursework
- Coursework from a school that is not regionally accredited

Please allow 7-10 business days for processing.

Completing the above steps will assist the office in processing your request without delays.

Transfer Course Approval

Office of the Registrar, 2625 E. Cactus Road, Phoenix, AZ 85032

The purpose of this form is for current ACU students to verify transferability of courses taken concurrently at another institution intended to satisfy ACU degree requirements. Requests to use transfer courses for upper division major requirements may be submitted to Department Chair for review.

PLEASE NOTE:

A COURSE DESCRIPTION OR SYLLABI MUST BE ATTACHED TO THIS FORM. ALLOW 7-10 BUSINESS DAYS FOR PROCESSING

Date: _____

Student Name: _____ Student ID: _____

Major: _____ Program: Traditional Degree Completion

What **semester** and **year** do you plan on attending these courses: FALL SPRING SUMMER Year: _____

College/University attending: _____

(please no registration reference numbers)

Course#: _____ Credit Hours: _____ Course Title: _____

ACU Course requirement you are trying to fulfill:

Course#: _____ Credit Hours: _____ Course Title: _____

General Education Lower Division Elective Upper Division Elective Major/Minor Requirement

The university reserves the right to require a student to validate by testing any credit presented for acceptance. Courses taken in other accredited institutions with a grade of "C" or above may be accepted for transfer credit, provided they are comparable to courses in the student's program at Arizona Christian University. Credit earned at accredited institutions, more than 9 years previously, will be accepted only with degree program concurrence. (See 2015-2016 catalog section entitled "Transfer Credit" for university policy explaining what credits will be accepted toward completing requirements for a degree program at ACU.)

Student's Signature: _____

OFFICE OF REGISTRAR'S USE ONLY.

To review all applicable degree requirements as they relate to the above transfer course:

The above course is eligible to transfer as: _____ Credit Hours: _____

Lower Division General Education Upper Division General Education Major/Minor Requirement

Lower Division Elective Upper Division Elective Other: _____

The above course is NOT eligible for transfer

Registrar's Office Signature: _____ Date: _____