

# SPRING ARBOR UNIVERSITY

## Graduate Programs – Permission to Transfer Form

I request that the courses listed in the table below be considered for transfer credit to fulfill requirements at Spring Arbor University.

**Check each box below to indicate that you understand your responsibilities and transfer policies.**

- ☐ I understand that I must ask the transferring school to send an official transcript to the registrar's office at Spring Arbor University when a final grade posted.
- ☐ I understand that courses will be transferred only if I have earned a grade of "B" (3.0) or better. Passing grades outside of the standard A, B, C, etc. grading scale must indicate a minimum grade of "B."
- ☐ I understand that a maximum of 12 semester hours may be transferred from an outside institution.
- ☐ I understand quarter hours, trimester hours, and clock hours will be converted to semester hours.
- ☐ I understand that if I do not take the course listed in the time specified below, this approval request will be null.
- ☐ I understand that grades for transfer courses do not calculate into the SAU GPA. SAU grades will not be replaced by transfer courses taken as retakes of an SAU course.

Term and Year you plan to take the course/s or exam/s: Term: \_\_\_\_\_ Year: \_\_\_\_\_

*(If the course or exam is not taken for the term and year expected, approval may be withdrawn. A review of the course syllabus and description will be conducted for the term and the year the course was taken.)*

Courses:

College Or ACE Organztn	Dept.	Number	Title of Course	Credit	OFFICE USE ONLY	
					SAU Equivalent	Credits to be met
Example: Western Michigan U	Example: CECP	Example: 602	Example: Group Dynamics & Process	Example: 3 Credits	Example: CNS641	Example: 3 Credits

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

ID #: \_\_\_\_\_ SAU email address: \_\_\_\_\_

SAU Status: ☐ Current ☐ Prospective ☐ Past (last semester attended): \_\_\_\_\_

Degree Program: \_\_\_\_\_

Comments, conditions, or reason for denial:

Department / Dean Signature

Date

In giving this approval, the department has reviewed the other institution's documents and has deemed the content to be equivalent to the content in the SAU course listed above.