

# Transfer Credit Approval Form

## Office of Registration and Records

**Instructions:**

1. Enter all student information including signature and date at bottom of form
2. Enter all information pertaining to the course(s) to be transferred
3. Attach course description from transfer institution for all courses
4. Submit form to department chair for review; students should **not** submit this form to the Registrar's Office if approval has not yet been granted

Name	ID Number
Degree Program	Number of Completed Credits
First Year and Term At Capitol	Expected Graduation Date
Institution You Wish to Attend	Year and Term of Attendance

Course Number	Course Title	Capitol Tech. Equivalent	Departmental Signature for Approval

Please read and review the policies below. Sign and date acknowledging your responsibility to adhere to these standards as well as those outlined in the Capitol Technology University catalog including residency requirements.

- Receiving transfer credit is not guaranteed if approval is not obtained BEFORE registering at the other institution.
- Even if the course(s) listed above are approved, I may not transfer more than 70 credits from two-year colleges, CLEP, AP, DANTES, military, or prior-learning experiences combined total.
- Transfer credits are contingent on successful completion of the courses with a 'C' or better and relevance to my current degree program.
- An official transcript must be sent to the Office of Registration and Records following the completion of coursework for credit to be awarded.

Student Signature	Date