



Registrar's Office

## Application for Transfer Credit For Home Campus or Metro Park Only

Name	ID#	
Class Year	Major	
Course(s) Taken At	Semester (w,f,s,su)	Year

Take this application together with a course description or catalog of the institution you will be attending to the Registrar's Office here at Park University. You will be advised if a signature is necessary from the department chairperson. Once the chairperson has given approval by signature on this form, return it to the Registrar's Office. The Registrar's Office retains this application until an official transcript is received from the host institution. The approval of the chairperson indicates that the course may be accepted in transfer. The amount of credit awarded is determined by the calculation explained below. You must earn a grade of C or better to receive credit. Please note: Upon completion of the course(s), it is your responsibility to request an official transcript be sent from the host institution directly to the Registrar at Park University, they will not automatically send one.

Reason for applying for transfer credit:

- To fulfill the General Education requirement of \_\_\_\_\_ (must be initialed by Department Chair) \_\_\_\_\_
- To fulfill a major requirement
- To fulfill a prerequisite for \_\_\_\_\_
- To enrich my program

Department	Course Number	Course Title	Credit at Host College	Park Course Equivalent or Park Course # to be assigned	Signature of Park Department Chair

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