College of Liberal Arts Request to Transfer Credit to Willamette University

Please complete this form prior to enrolling in the proposed transfer course. Attach the course description and syllabus for the proposed transfer course and return this form to the Registrar’s Office, 1st floor Waller Hall unless otherwise directed below. Use a separate form for each proposed transfer course.

If transfer credit is approved, it is the student’s responsibility to have an official transcript, showing the final course grade, mailed from the transfer institution to Willamette University Registrar’s Office, 1st floor Waller Hall, 900 State Street, Salem, OR 97301.

Transfer Credit Policy:
Students may apply a maximum of 16 transfer credits toward a Willamette degree. In most cases, courses taken at regionally accredited colleges or universities will receive full credit if they are comparable to courses offered at Willamette. Courses with grades below a C- (C minus) will not receive credit. Transfer courses are not used in computing the Willamette University grade point average. Six quarter hours or four semester hours of transfer credit equal one Willamette credit. Although students admitted with an Associate of Arts degree from an accredited community college will be automatically granted 15 Willamette credits (junior standing) upon entrance, satisfaction of specific general requirements and major requirements will be determined on the basis of a course-by-course evaluation of the transcript(s). At least 15 degree credits must be earned in residence at Willamette University. Additionally, at least 8 of the final 10 degree credits must be earned in residence or in Willamette-sponsored off-campus study programs.

Student Information:

| Name: ___________________________ | Student ID Number: ___________________________ |
| Class:  □ Freshman  □ Sophomore  □ Junior  □ Senior | Total Credits Earned: _______ |
| Email Address: ___________________________ | |
| Student Signature: ___________________________ | Date: _______ |

Information about Proposed Transfer Course:

| Name of Institution: ___________________________ |
| City: ___________________________ State: ___________________________ |
| Course Title: ___________________________ |
| Course Number: ___________________________ Credits: _______ □ Quarter Hours |
| □ Semester Hours |

□ Course Description and Syllabus Attached
I would like this course to apply to my Willamette University Degree as follows:

☐ Major Requirement
   Requirement Number on Degree Audit and/or Willamette Equivalent:
   Major Department Chair Name:
   Major Department Chair Approval Signature:
   Major Department Chair Approval Date:

☐ Minor Requirement
   Requirement Number on Degree Audit and/or Willamette Equivalent:
   Minor Department Chair Name:
   Minor Department Chair Approval Signature:
   Minor Department Chair Approval Date:

☐ QA/QA* or MOI Requirement
   Attach completed QA/MOI Petition form (http://www.willamette.edu/cla/dean/student_resources/index.html)

☐ Non-English Language Requirement
   Language Department Chair Name:
   Language Department Chair Approval Signature:
   Language Department Chair Approval Date:

☐ Writing Centered Requirement
   Attach completed Writing Centered Credit Petition form (http://www.willamette.edu/cla/dean/student_resources/index.html).

☐ General Credit

Registrar's Office Use Only:

Decision:  ☐ Approved  ☐ Denied
By: ____________________________ Date: ____________________________
Copy of completed form emailed to student:  ☐ Date: ____________________________

(Page 2 of 2)