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. Six quarter hours or four semester hours of transfer credit equal one Willamette credit. 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 C- (C minus) will not receive credit. Transfer courses are not used in computing the Willamette University grade point average. To be eligible for transfer credit, college courses must be described in the college catalog and recorded on the college transcript. In most cases, a minimum of three Modes of Inquiry (MOI) general education credits must be earned while in residence at Willamette University. Additionally, at least 15 degree credits must be earned in residence at Willamette University, and 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) and submit to Associate Dean for Student Success’ Office (Matthews 103)

☐ 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), and submit to Associate Dean for Student Success’ Office (Matthews 103)

☐ General Credit

Registrar’s Office Use Only:

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