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, or otherwise consistent with the goals and standards of Willamette's undergraduate degree programs. 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. 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 (for catalog years 2018 and earlier)
   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: _____________________________