

Request for Transfer Study

Student name: _____ Coe ID No. _____ Telephone _____

GMU Box of Off Campus address: _____ Major: _____

I request to transfer the following course to Coe College:

Course Number: _____ Course Title: _____

Institution: _____ Address: _____

Expected date of enrollment: _____ Date of completion _____ Credits earned: _____

Please attach a copy of the catalog description of the course or put it on the back of this form:

Prerequisites to the course: _____

Does this replace a Coe course: _____ Which one: _____

Signature of Department Chair of course replacing: _____ Date: _____

Signature of Department Chair for Major: _____ Date: _____

Signature of Registrar _____ Date: _____

1. To receive credit, you must have the course approved in advance, only courses corresponding to a regular course at Coe which earn C (2.0) or higher are accepted for transfer credit.
2. Credit is only accepted from two year colleges if you have not reached junior (16.0 cc's).
3. You must arrange to have an Official Academic Transcript sent from the Institution to Coe College in order to receive credit for the course.
4. Courses only transfer as satisfactory/unsatisfactory, the grade will not be calculated into your Coe GPA.
5. Acceptance of this course for transfer credit by the Registrar is independent of approval for financial aid.