

TRANSFER CREDIT EQUIVALENCY

Valparaiso University
Office of the Registrar

PARTS 1 AND 2 TO BE COMPLETED BY STUDENT (before requesting signatures)

PART 1: STUDENT INFORMATION

Name _____ ID# _____

Local Address _____ Phone # _____

Home Address _____

City _____ State _____ Home Phone # _____

Major _____ Adviser _____ Class: (circle) FR SO JR SR

PART 2: COURSE INFORMATION

(Provide a course description from the University where credit is to be earned. See <www.collegesource.org>).

Course Department _____ Number _____ Title _____
(at the university where credit is to be earned)

Number of Credits _____ Type of credit: (circle) SEMESTER QUARTER (see #9 below)

Term: Summer 20____ Fall 20____ Winter 20____ Spring 20____

Name of school _____

City _____ State _____

PART 3: DEPARTMENT/PROGRAM CHAIR OR DEAN'S APPROVAL

_____ This course is equivalent to or may be substituted for (VU Course #/Title): _____

Please check one: _____ This equivalence is standard for all students

_____ This equivalence is specific to this student

NOTE: If the credit hours of the transfer course are less than the VU course, the difference in credits must be made up at VU.

_____ This course may be used for unrestricted elective credit.

Signature of Department/Program Chair or Dean _____ Date _____

For general education requirements or elective credit, see your academic dean:

Art and Sciences:	Dean Gibson or Scannell	Engineering:	Dean Olejniczak
Business Administration:	Asst. to the Dean Bickerstaff	Nursing:	Dean Brown

PART 4: ADVISER'S SIGNATURE _____ Date _____

RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE

REQUIREMENTS FOR TRANSFER CREDIT

1. College or university must be an accredited school.
2. Course must be a college level course. Course equivalent to CBA courses numbered above 300 must be completed at a four-year accredited institution.
3. Courses taken must not duplicate resident work completed for credit at Valparaiso University.
4. Student must earn a grade of "C-" or better in course to be transferred (unless a grade of "C" is required at Valparaiso University).
5. Student must request from the college or university attended that an official transcript be sent to the Office of the Registrar, Valparaiso University, Valparaiso, Indiana 46383.
6. Transfer credit will count toward a degree, but the grade will not be figured into the student's VU cumulative grade point average.
7. A minimum of one-half the number of credit hours required for any major, minor, or interdisciplinary program must be earned in residence at Valparaiso University. Thirty of the last forty credits presented for a degree must be earned in residence.
8. Students must obtain approval from the Committee on Academic and Professional Standards to register at another college or university while concurrently enrolled as a full-time student at Valparaiso University.
9. Quarter credits are accepted as follows: One quarter credit equals 2/3 semester credit (3 quarter credits equal 2 semester credits; 4 quarter credits equal 2.7 semester credits; 5 quarter credits equal 3.3 semester credits).

NAME:	_____
	First

Middle	_____

Last	_____