

## Transfer Credit Approval

Student's Name \_\_\_\_\_

Name of Transfer University \_\_\_\_\_

Country/State of Transfer University \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

**Important Note:** If you are using **U.S. Federal financial aid**, it is **essential** that you communicate with the Financial Aid department (Kathleen Montague): [finaid@fus.edu](mailto:finaid@fus.edu) before planning any transfer credit.

**Courses for transfer must be taken at a regionally-accredited institution with a minimum grade of C.**

Students may transfer up to a **maximum of 30 credits** after their initial enrollment at Franklin provided residency requirements are met (a total of at least 60 credits, of which 30 must be in the major, must be completed with Franklin for the BA degree). **All transfer credit is subject to final approval by the Registrar.**

List below the course(s) that you plan to take at the above institution and then obtain the approval of the appropriate Department Chair. (Course descriptions/syllabi may be required). **Be sure to verify the type of credits from the transfer school. (FUS uses semester credits. 5 quarter credits = 3 semester credits; 6 ECTS credits = 3 semester credits)**

**COURSE 1**      Number of credits: \_\_\_\_\_ semester credits / \_\_\_\_\_ quarter credits / \_\_\_\_\_ ECTS credits

Transfer course number and title \_\_\_\_\_

Franklin course equivalent \_\_\_\_\_

Division Chair approval (*signature*) \_\_\_\_\_

**COURSE 2**      Number of credits: \_\_\_\_\_ semester credits / \_\_\_\_\_ quarter credits / \_\_\_\_\_ ECTS credits

Transfer course number and title \_\_\_\_\_

Franklin course equivalent \_\_\_\_\_

Division Chair approval (*signature*) \_\_\_\_\_

**COURSE 3**      Number of credits: \_\_\_\_\_ semester credits / \_\_\_\_\_ quarter credits / \_\_\_\_\_ ECTS credits

Transfer course number and title \_\_\_\_\_

Franklin course equivalent \_\_\_\_\_

Division Chair approval (*signature*) \_\_\_\_\_

### **FOR REGISTRAR'S OFFICE USE**

Transfer university's regional accreditation/Ministry of Education approval \_\_\_\_\_

If Study Abroad program, transcript is issued by (school of record) \_\_\_\_\_

Registrar's Signature \_\_\_\_\_