



**REQUEST TO TRANSFER CREDIT TO
WITTENBERG UNIVERSITY
FROM ANOTHER INSTITUTION**

Date: _____

ALL copies of this completed form (including all appropriate signatures) and a course description/bulletin should be returned to the Office of the Registrar, Room 21, Recitation Hall for approval.

Name: _____	Time of Study (Semester): _____ (Year) _____
ID: _____ Phone: _____	Name of Institution: _____
Box number: _____ Class Year: _____	Location of Institution: _____

To be transferable, credit must be done at a Regionally Accredited Institution. Listing of regional accredited institutions is available in the Registrar's Office. The credit need not necessarily be comparable to those offered at Wittenberg but should be in academic areas which are normally applicable toward degree programs at Wittenberg. Credit cannot be allowed for courses which duplicate those for which a student has already received credit.

To be acceptable for credit at Wittenberg, grades of "C" or better must be earned for the transfer credit. **(Note: Courses with grades of C- or below are NOT transferable.)** The transfer grade does not become a part of the Wittenberg grade point average. Credit taken at another institution does not count under the repeat rule, i.e., the grade earned at the other institution does not replace the grade earned at Wittenberg.

RESIDENCY REQUIREMENTS: At least 50 of the 130 semester hours required for graduation and 50% of the semester-hour credits for coursework in the major are to be completed in residence. At least one of the last two semesters must be done in residence. Petitions for waivers of these requirements must be filed with the Registrar.

GENERAL EDUCATION AND/OR ELECTIVE TRANSFER COURSES

The Registrar will indicate pre-approval of the acceptability of the University or College. If you intend to use a transfer course to fulfill a general education learning goal that is not already approved with an articulation agreement, you must submit the form **'STUDENT PETITION TO HAVE TRANSFER CREDITS COUNTED TOWARD PARTIAL FULFILLMENT OF THE GENERAL EDUCATION REQUIREMENTS'** and **two copies of a 250-word statement within 30 days of your return to campus after completing the course.** Applicability of the course toward a general education requirement is contingent on approval from the General Education committee. **A minimum of 3 semester hours (5 quarter hours) is necessary for transfer credits to be eligible to fulfill general education requirement.**

Department	Course No.	Course Title	No. of Credits	Type of Credit (Sem., Qtr.)

MAJOR/MINOR TRANSFER COURSES

If you intend to use a transfer course to fulfill a major or minor requirement, you must seek the signature of approval from the appropriate department chairperson. If possible, please indicate the Wittenberg equivalent course for the transfer course.

Department	Course No.	Course Title	No. of Credits	Type of Credit (Sem., Qtr.)	Wittenberg Equivalent Course	Major/Minor Department Approval

Under the semester calendar, transfer credit is converted to Wittenberg semester hours using the following conversion ratio of 1 semester hour = 1 Wittenberg semester hour or 1 quarter hour = 2/3 Wittenberg semester hour. A conversion chart appears below:

Semester hours	Quarter hours
1 = 1	1 = .67
2 = 2	2 = 1.34
3 = 3	3 = 2.00
4 = 4	4 = 2.68
5 = 5	5 = 3.33
6 = 6	6 = 4.00

Approved by: _____

Adviser: _____ Date _____

Registrar: _____ Date _____