TITLE OF POLICY:  APPROVAL: SUBSTITUTING COURSES FROM ANOTHER COLLEGE OR UNIVERSITY

ORIGINAL DATE:  OCTOBER 1972

LAST REVIEW/REVISED:  December 2020

POLICY:  Current students must obtain approval from the Associate Dean for Student Services and Alumni Affairs, to transfer courses taken at another college or university. Courses are transferable according to the transfer credit policy. (See policy #32).

PROCEDURE:
1. The student is responsible for presenting to Associate Dean for Student Affairs and Alumni Relations or designee in advance:
   - A completed request form.
   - Course outline, syllabus or description obtained from the institution offering the course for review.

2. When the student completes the course, an official transcript must be submitted to Student Affairs and Alumni Relations.