

Transfer of Credit Approval for Current Students

Office of the Registrar



UNIVERSITY OF ST. THOMAS

Student Information

Student ID#: _____

Name: _____

Date: _____

Signature: _____

Your signature above acknowledges that you have read the following:

- You must receive approval prior to enrolling in a course for transfer credit.
- Unless an exception is granted, your last 36 hours MUST be taken in residence at UST. Appeal for an exception may be made to the Academic Committee. See the Registrar's Office for a petition form.
- If the courses listed below are not completed in the semester and at the institution written below, this authorization is void.
- Courses must be passed with a "C" (2.0 GPA) or higher. You will only receive credit for the transfer courses, not the grades.
- Transfer courses may not be used to replace courses already taken at UST.
- Once the course is completed, you must submit an official transcript to the Registrar's Office.

Student/Course Information

Major: _____ Academic Level (by end of current semester) FR ____ SO ____ JR ____ SR ____

Expected Graduation Term: Fall 20 ____ Spring 20 ____ Summer 20 ____

Hours Transferred to UST (maximum allowed is 90) _____ Total hours completed at UST _____

Transfer Institution Name _____ Location _____

Transfer Course 1 (e.g., POS 230) _____ Title _____ Hrs. ____ Semester ____

UST Course (e.g., POSC 2332) _____ Title _____

Department Chair Approval

Name _____ Signature _____ Date _____

Transfer Institution Name _____ Location _____

Transfer Course 2 (e.g., POS 230) _____ Title _____ Hrs. ____ Semester ____

UST Course (e.g., POSC 2332) _____ Title _____

Department Chair Approval

Name _____ Signature _____ Date _____

After all signatures have been obtained, please return the form:

In Person: Herzstein Enrollment Services Center

By Email: registrar@stthom.edu (from your stthom.edu account)

Office Use Only

Signature: _____

Approved ____ Denied ____

Date Processed: _____