

Request to Earn Credit at Another Institution

A per course fee will be charged to apply the transfer credit toward your Wartburg degree requirements.

Contact the Business or Registrar's Office for applicable fees.

RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE BEFORE THE COURSE IS TAKEN.

Student: _____ ID#: _____

E-mail Address: _____ Classification 1Y 2Y 3Y 4Y

Institution Offering Credit: _____
 (Please complete a separate request for each institution.)

Date (*Course Begins*): _____ Date (*Course Ends*): _____

Please explain why you plan to take the course(s) listed below at another institution:

Please consider the following courses for transfer credit to Wartburg College: List the Wartburg College equivalent course(s) information in the right column.					
Other Institution			Wartburg College		
Course No.	Course Title	Hours*	Course No.	Course Title	Credit

*Indicate whether semester hours, quarter hours, or other unit of credit. See EQUIVALENCY TABLE FOR INDIVIDUAL COURSES below. In some instances, course descriptions will be required.

 Registrar Academic Advisor

 Date Date

Semester Hours	Course Credits	Quarter Hours	Course Credits
1	1/4	1	1/4
2	1/2	2	1/4
3	3/4	3	1/2
4	1	5	1

Grade for the course must be at least C- to transfer. Courses graded P will not transfer unless the letter grade equivalent is C- or better. Grades earned in courses taken at other institutions, including repeated courses, do NOT count in the Wartburg grade point average.