



# TEXAS LUTHERAN UNIVERSITY

## Transfer Course Approval

To be completed by the Student (Please type or print)

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Institution to be attended: \_\_\_\_\_

**Attach course descriptions for all coursework taken at a four year university or out-of-state institution you wish to be applied to your degree plan.**

Term:     Summer                       Fall                       Spring

*I request approval to pursue the following courses:*

Course & Number	Title	FOR OFFICE USE ONLY Equivalent TLU Course	Departmental Approval
<i>Example:</i> BIO 1408	General Biology I	BIO 143	TLU Biology Department approval signature

Students must request an official transcript of the work listed above be sent to Texas Lutheran upon completion of courses. Students must also obtain signatures from the Office of Registration and Records, their advisor, and the Department Chair for any coursework outside of their declared major to ensure that work will transfer to TLU and apply to their degree plans. Students who do not obtain prior approval risk taking courses that do not meet degree requirements at Texas Lutheran University.

- Transferred coursework is NOT calculated into your TLU GPA.
- Only coursework with a grade of "C" or better will be accepted in transfer to TLU. (see catalog pg. 153)
- It is the responsibility of the student to check to make sure that the course is not a repeat of previous coursework transferred or taken at TLU. Credit will not be given for duplicated coursework.

SIGNATURE OF STUDENT: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRATION and RECORDS: \_\_\_\_\_ Date: \_\_\_\_\_

MAJOR (ADVISOR): \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT CHAIR: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Registration and Records (830) 372-8040 • Fax: (830) 372-8179