

Please review the following transfer credit policies before completing this form:

- Overall total transfer credits cannot exceed 90 credits. Total 2-year institution transfer credits cannot exceed 64 credits.
- The final 30 credits must be completed at Clarke University. An exception to this policy requires the approval of the Dean of Undergraduate Studies. **Indicate reason for request on the back of this form.**
- At least fifteen credits in the major must be completed at Clarke. At least six credits in a minor must be completed at Clarke.
- A minimum grade of a C- must be earned in the transfer course. Grade points for transfer courses are not accepted.
- Official transcript of graded courses must be sent directly from transferring school to Registrar’s Office.
- Some majors require a minimum grade of C. Please review The academic catalog for requirements specific to your major and communicate with your advisor.

Name _____ Date _____ Current Completed Credit Total _____

Major(s) _____ Semester/Year Course Will Be Taken _____

Subj/Course #	Course Title	Credits	Institution Name/Location	Clarke Requirement to be Satisfied
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attach descriptions for each course to this form.

Indicate if a course is to replace a course already completed at Clarke.

Advisor Signature _____ Date _____

Department Chair _____ Date _____

(Signature needed if course is to be applied to major or minor)

Dean of Undergraduate Studies _____ Date _____

(Signature needed if requesting approval to transfer in a course in your last 30 credits at Clarke)