

NON-WUSTL COURSE CREDIT APPROVAL

Arts & Sciences students wishing to earn credit for coursework taken at another institution need approval from the College Office before they are eligible to receive credit.

These policies apply to non-WUSTL courses:

- Online or distance learning courses will be considered for transfer credit for Summer 2020, Fall 2020, and Spring 2021 only.
- Students on leave of absence may transfer a maximum of 6 credits per semester on leave.
- You must take the course for a letter grade and earn a grade of C or better to be eligible for transfer credit.
- Grades earned at other institutions will **not** be included in your WUSTL gpa.
- Non-WUSTL course work may **not** be used to satisfy Arts & Sciences distribution requirements; courses may count towards major/minor credit only with department pre-approval.
- Upon receipt of an official transcript from the non-WUSTL school, approved credit will be awarded.

Instructions

1. Fill in the top section of this form (leaving the grey box at the bottom blank) and save the file.
2. Obtain an electronic version of the course description to include when submitting this form.
3. Indicate below if the class is to count for general credit or for a major/minor.
 - a. For general credit, submit the completed form and electronic course description to [Bernard Cummings](mailto:Bernard.Cummings@wustl.edu) at college@wustl.edu.
 - b. If the course is for your major/minor, please email this information to your major advisor or the Director of Undergraduate Studies in the department, requesting that they complete the grey box at the bottom of the form. Please have the department email the approved form to [Bernard Cummings](mailto:Bernard.Cummings@wustl.edu) at college@wustl.edu.
4. International students: visit <http://artsci.wustl.edu/resources/policies-procedures> for additional instructions.

_____/_____/_____
 Last First Middle Date

 Student ID Number Cell Phone Number E-Mail Address

Name and location (city, state), and semester of the non-WU school you will be attending:

 School City State Semester

Is this an online course? (check one): Yes No

Will this course count as general credit or for a major/minor? (check one): General credit Major/Minor credit

This school grants credit in (check one): Semester Hours Quarter Hours Other (please explain) _____

Please Note: Quarter units are converted to semester units by a factor of .66

1. Non-WU Course _____

Dept. Name Course No. Title

Approved by: _____ Date: ____/____/____ To transfer as: _____ Dept. Name Course No. Title #Units	SIS ENTRY Keyed By: Date:
Department (for major/minor) _____ ~or~ Dean (for general credit) _____	