

### 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 other distance learning courses will **not** be granted transfer credit.
- 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.
- Upon receipt of an official transcript from the non-WUSTL school, approved credit will be awarded.

**Instructions**

1. Attach a course description for each course you are planning to take.
2. For each course, indicate if the class is to count for general credit or for a major/minor.
  - a. For general credit, submit the completed form and course description to the College Office.
  - b. For a major/minor, secure approval from your major advisor or the Director of Undergraduate Studies in the department before submitting the completed form to the College Office.
3. Submit the completed form to the College of Arts & Sciences, 104 Cupples II Hall
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

This school grants credit in (circle 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: _____ Department (for major/minor) _____ ~or~ Date: ____/____/____ Dean (for general credit) _____ To transfer as: _____ Dept. Name Course No. Title #Units	<b>SIS ENTRY</b>  Keyed By:  Date:
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**2. Non-WU Course** \_\_\_\_\_

Dept. Name Course No. Title

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