Office of the Registrar

Request to Transfer Credit from Another Institution

Submit completed form to registrar@wittenberg.edu or in person at Recitation Hall Room 21.

In order to be transfer eligible, courses must be completed at a Regionally Accredited Institution; contact the Office of the Registrar at Wittenberg to confirm the school you are considering qualifies. Courses that a student has already received credit for are **not accepted** (e.g., repeated courses). Only courses where a grade of C (2.0) or higher are eligible for transfer. The transfer grade **does not** become part of the Wittenberg grade point average (GPA).

For more information, please visit https://www.wittenberg.edu/administration/registrar/transfer-credits.

Student Name: _____ _____ ____ _____
        Last Name   **First Name**   **MI** **ID#**

Email: _____ **Phone #:** _____

Name of Institution:

When do you plan to take the course (e.g., Summer 2023):

Department	Course #	Course Title	# Credits

What do you intend this course to fulfill upon transfer back to Wittenberg?

☐ Major course ☐ Minor course ☐ Elective Credit ☐ General Education Requirement

If major or minor course, what course will it equate to? _____

_____ _____
Major or Minor Department Chair signature   Date

By signing below, I understand that without confirmation from the Office of the Registrar, this course may not transfer back to Wittenberg for credit, or to fulfill the requirement I marked above. I understand that the course will not transfer if I do not receive a grade of C or above, and will not impact my Wittenberg GPA.

Student's Signature _____ **Date** _____

Faculty Advisor Printed Name _____

Date Signed _____

Advisor's Signature _____

Only sign if you APPROVE student transferring credit. Contact registrar@wittenberg.edu with any questions.

OFFICE OF THE REGISTRAR USE ONLY
Result? ☐ Approved ☐ Denied **Date:** _____
Comments: