



# ST. JOHN'S COLLEGE JUNIOR COLLEGE

## APPROVAL OF TRANSFER COURSES

This form is to be used for approval of any courses that a regularly-enrolled student or student on leave wishes to take at another college/university. **The form should be filled out before a course is taken.** Otherwise, the student risks the possibility of future difficulties with meeting program requirements.

**An official transcript of credit must be sent to the Registrar's Office within 15 days of the end of the term/semester at the institution where the course is completed. Complete three copies of this form.**

### STEP 1: To be completed by student:.

STUDENT NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ACADEMIC PROGRAM: \_\_\_\_\_ I am matriculated at: SLA \_\_\_ SPS \_\_\_

Courses will be taken at \_\_\_\_\_  
Name of Junior College/University

COURSE NUMBER	COURSE TITLE	HOURS	SEM
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON: \_\_\_\_\_

### STEP 2: To be completed by Academic Advisor: (Academic Approval)

I hereby certify and approve that the courses indicated above, totalling \_\_\_\_\_ credit hours and assuming a minimum grade of "C", will be transferable to St. John's College Junior College School of Liberal Arts/School of Professional Studies and will fulfill the following requirement(s):

\_\_\_\_\_  
\_\_\_\_\_

Note: Those courses approved for credit must be completed with a grade of "C" or better to be transferred to St. John's College Junior College School of Liberal Arts/School of Professional Studies . The course/courses will not be listed on SJC official transcript but the credit will be noted.

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean  
for Academic Affairs

\_\_\_\_\_  
Date