

Complete and return this form to the  
Office of the Registrar  
Email: Registrar@laboure.edu

Date	Student ID#	Student Name
Program	Phone	Student Email

**Requirements**

A student may transfer up to seven (7) credits from regionally accredited colleges or universities after they begin their program at Labouré College of Healthcare. Students must submit this form to the Office of the Registrar (registrar@laboure.edu) along with a copy of the course description and/or syllabus. The Office of the Registrar will submit completed request forms to the Program Dean and/or Vice President of Academic and Student Affairs who may designate a faculty member in the course discipline to review the transfer course equivalency. Once a decision has been made, the student will be contacted via email.

Once the course taken at an outside college or university is complete, an official transcript including final course grade must be sent to the Office of the Registrar. The student’s program requirement will remain incomplete until the transfer credit is completed and posted to the student’s official record. If the course being taken for transfer credit is a prerequisite or co-requisite for a Labouré College of Healthcare course, the transcript must be received and verified before a student enrolls in the requisite or co-requisite course.

Course Code/Title	College or University	Total Credits	Equivalent to Course Code/Title
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Reason for External Transfer Credit request:

**Student Signature**

By signing, I acknowledge that I have read this form and understand that I am requesting external transfer credit. I understand that this request must be approved by the Program Dean. I also understand that I am responsible for any financial or academic obligations I may have.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Review (optional)**

Approved  Denied Additional Comments:

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Program Dean Approval**

Approved: This course can be awarded for transfer credit and can be listed in the Transfer Credit Database.  
Denied: This course is not approved for transfer credit

Additional Comments:

Program Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar Use Only**

This course is listed in the Transfer Credit Database as approved; no further authorization required

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_