



# Labouré College

## External Transfer Credit Approval Form

As long as college residency requirements are met, students may transfer up to seven (7) credits from other institutions after enrolling in the College. Students wishing to take a course for transfer credit from another institution after enrolling at Labouré College must complete this form and submit all required information to the Department of Admissions via email at [admissions@laboure.edu](mailto:admissions@laboure.edu).

**Step 1:** To be completed by the student. Be sure to review the important information regarding transfer credit in the Labouré Academic Catalog.

Name: \_\_\_\_\_ Labouré ID: \_\_\_\_\_

Phone #: \_\_\_\_\_ Labouré Email: \_\_\_\_\_

Program: \_\_\_\_\_ Semester: \_\_\_\_\_

Reason for taking the course externally: \_\_\_\_\_

**Step 2:** Along with this form please submit a current course description for the course you are requesting to take.

Course Requested: \_\_\_\_\_

School you wish to take the course at: \_\_\_\_\_

Labouré College Course Equivalency: \_\_\_\_\_

Total Credits you wish to transfer (7 is the max): \_\_\_\_\_

### Student Requirements:

- A current course description for the course you wish to take must be submitted along with this form in order to review. Failure to provide this information may result in this form being sent back.
- This form must be approved before the course begins.
- A minimum grade of C+ or higher is needed to transfer a science course
- A minimum grade of C or higher is needed to transfer a non-science course
- Credit is not awarded for courses completed on a pass/fail basis.
- An official transcript with the final grade(s) must be provided to the Admissions Department within one week of the beginning the next term.
- If the course is a prerequisite course, you will not be able to register for the course until the official transcript is received.

By signing below, I understand the above requirements:

Student's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### ***To be completed by Director of Admissions:***

Course Approved: YES NO      If yes, what is the equivalent Labouré Course: \_\_\_\_\_

Signature of Director of Admissions: \_\_\_\_\_      Date of Approval: \_\_\_\_\_