Transfer Credit Pre-Approval Form
Undergraduate Program of Study
FOR USE BY CURRENTLY ENROLLED UCA STUDENTS ONLY

General Education courses that are listed on the ADHE website do not need pre-approval. Check here before using this form. http://acts.adhe.edu/studenttransfer.aspx

Initialing the listed items signifies your knowledge of the process and responsibilities of this form.

_____ Secure written approval from the chair of the major/minor department or Director of the UCA Core, prior to enrolling in course(s) at another institution.

_____ Approved course(s) will be recorded upon receipt of an official transcript. OFFICIAL TRANSCRIPT MUST BE SUBMITTED TO THE REGISTRAR OFFICE WITHIN 30 DAYS OF COMPLETING THE COURSE.

_____ Transfer credit is awarded for courses in which an A, B, or C grade is earned. The grade does not transfer, only the credit hour value.

_____ Any courses taken outside of the U.S., must be evaluated by International Education Evaluations, Inc. For more information visit: http://uca.edu/international/

Student Name (Please print clearly) __________________________ UCA ID Number __________________________ Student Signature __________________________

Transfer Course(s) From (one college per form) __________________________ State __________________________ Term Taken __________________________

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THE FOLLOWING APPROVALS MUST BE MADE BY THE APPROPRIATE PERSONNEL

Department Chair Name (Please print clearly) __________________________ Chair Signature __________________________ Date __________________________

_____ Initialing this box will indicate that the approved major/minor course(s) will be a permanent transfer for this department.

Signature __________________________ Director of the UCA Core, Jacob Held, Irby 118E __________________________ Date __________________________

_____ Initialing this box will indicate that the approved general education course(s) will be a permanent transfer.

OFFICE OF THE REGISTRAR USE ONLY
Logged: __________________________ Processed Date/Intl: __________________________

Comments: __________________________

Submit this form to the Office of the Registrar, Harrin Hall, Suite 224