



**Authorization for
Non-Regis Transfer of Credit**

The following student instructions are required in accordance with the Academic Catalog 2014-2015. All information must be printed or typewritten.

I. If you are Regis student requesting credit from another institution, you must obtain your faculty academic advisor's recommendation by providing your advisor with the following:

1. A course description from the visiting institution's academic catalog.
2. The most recent syllabus for the course from the visiting institution.
3. Reason for taking course(s) at a visiting institution.
4. Final approval from the Vice President of Academic Affairs or Associate Dean of Undergraduate Affairs as requested by your faculty academic advisor.

II. Upon Completion of the course if approved:

1. An official transcript must be requested and sent from the institution where course(s) have been completed to Regis College Center for Student Services – Registrar Department
2. Grade achieved must be C or better.

Student Information:

Last Name	First Name	Student Identification Number
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Major/Program	Credits Earned at Regis College	Current Q.P.A
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Visiting Institution Name	Term
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Visiting Institution Course Number	Visiting Institution Course Title	Regis College Course Number	Regis College Course Title	Count Towards Major/Minor (Yes/No)	Count Towards Core/Gen.Ed. (Yes/No)	Count Towards General Electives (Yes/No)
1.						
2.						
3.						
4.						
5.						
6.						

Students Certification

I affirm that I have read the above stated transfer of credit policy and understand and accept these conditions.

Signature of Student

Date

Student's Faculty Academic Advisor

Date

Director of Academic Advising

Date

Vice President of Academic Affairs or Assoc. Dean of Undergrad. Affairs

Date

Director, Center for Global Connections
(for Study Abroad courses only)

Date

Registrar

Date