

University of Louisiana at Lafayette
REQUEST FOR APPROVAL OF TRANSFER OF CREDITS

TO: Department Head
 Department of _____

FROM: Student's Name _____
 ULID: _____
 Major: _____ Classification: _____

I request permission to apply the following credits toward my degree at UL Lafayette. I will attend _____ college/university during the _____ semester.

The following courses are listed in their _____ (year) catalog. **You must bring a copy of the catalog with you so that the Department Head can examine the course(s) descriptions.**

I will have completed all necessary pre and/or co-requisites prior to entering these courses. I realize that any changes in this request will require additional approval. **I will provide the University of Louisiana at Lafayette with a transcript from the institution with a final grade(s) of the courses.** **Students should apply for admission to a college/university at least 30 day prior to the beginning of the semester.**

Student's Signature: _____

TRANSFER COURSES				
Course	Number	Title	Credit	Minimum Grade Acceptable

EQUIVALENT (E) OR SUBSTITUTE (S) UL LAFAYETTE COURSE			
Course	Number	E / S	Credit

Approval – Department Head's Signature: _____

Conditions of approval, if any: _____

Approval is required by the student's Academic Dean ONLY if the above courses are within the last 30 hours of degree completion. If more than 6 of the last 30 hours are requested, the student must appeal to the Committee on Academic Affairs and Standards.

Approval – Academic Dean: _____ Date: _____