

**KNOX COLLEGE
SUMMER STUDY TRANSFER APPROVAL**

Please see the reverse side of the forms for rules regarding transfer and for directions for filling out the form.

Part 1: Student Section

Id Number: _____ Student Name: _____

School where student will take courses _____

Term and Year when study will take place (e.g. Summer 1998): _____

Department	Course		Summer Schedule Page #	Catalog Page #	Chair's Use Knox Equivalent For major
	Number	Title			

Student Signature: _____ Date: _____

Part 2: Advisor's Section

My signature below indicates that I have discussed the student's plan for transferring work into Knox to complete degree requirements.

Faculty Advisor Signature: _____ Date: _____

Part 3: Chair's Section

My signature below indicates that I have looked over the course descriptions provided by the student and I am willing to allow the student to use the transfer courses to fulfill major requirements. In the column labeled Chair's Use, I indicated the Knox Equivalent courses for the major.

Program Chair's Signature _____ Date: _____

For Office of Registrar Use Only:

Student's Class: _____ Transfer School ID Number: _____ Type: _____ System: _____

Rules Regarding Transfer

- Liberal arts subjects generally will transfer.
- Usually approval is not given for more than 3.0 credits in one summer.
- Only grades of C or better transfer to Knox. Hence, do not elect a pass/fail option unless the school's transcript documents that a pass is a grade of C or better.
- No more than 18 credits will be accepted from community colleges.
- No more than 3.0 community college credits will be accepted for transfer after a student has junior standing.
- No more than 2.0 credits will be accepted from correspondence courses.
- Transfer credits are not counted into grade point indices.

To remove uncertainty regarding transfer work, the Registrar will pre-evaluate course work for transfer. The evaluation will indicate Knox course equivalents and the number of credits that will be awarded if the work is completed with a grade of C or better. The evaluation is only valid for the term indicated on the evaluation.

Directions:

1. Read the rules regarding transfer credit above.
2. Complete Part 1 of the form. Use a new form for every school.
3. Obtain your advisor's signature in Part 2.
4. If you wish to use any of the courses to satisfy major requirements, obtain the Program Chair's signature in Part 3.
5. Return the completed form along with the Summer Schedule and the Course Catalog to the Office of the Registrar no later than two weeks before the end of classes. Forms submitted late will only be evaluated time if the Registrar has time. The Registrar may be able to evaluate courses without the schedule and Catalog, but processing will take longer
6. After completing the work, arrange for the College where the work was completed to send an official transcript directly to the Office of the Registrar, Campus Box 145, Knox College, 2 East South Street, Galesburg, IL 61401. Credit will not be awarded until the Office of the Registrar receives an official transcript.