AN EASY GUIDE TO TRANSFER COURSE APPROVAL FORMS

Before filling out a Transfer Course Approval Form, check WJU’s articulation agreements by going to www.jessup.edu/currentstudents. WJU has made agreements with many local community colleges. If you find the class you need on one of these agreements, you do not need to complete this form! If the course you need is not on an articulation agreement, follow these simple steps to make the Transfer Course Approval Form process as easy as possible.

TRANSFER COURSE APPROVAL STEPS

Step 1 – Select a college/university: Decide which institution you would like to attend and find their catalog, either a hard copy or online.

Step 2 – Select a course: Compare the course you are required to take at WJU with the courses offered at that institution. Select the one that sounds the most similar and print out a copy of the course description. Here are a few things to keep in mind when comparing courses:
• Most community colleges will notate if a course is UC/CSU transferable. If this notation is made, this course will most likely be acceptable for transfer to WJU.
• Make sure the course you wish to take is degree applicable. Many schools have remedial or continuing education courses which are non-transferable. Course numbering information is found in the college's catalog, usually just before the course listings, or sometimes in the academic information section.

Step 3 – Fill out the Transfer Course Approval Form: Take care to fill in the following sections accurately:
Address: Make sure to print clearly. Most responses will be sent to your WJU box.
College/University: List only one institution per form.
Course#: Example: ENG113 or ART232; please do not use the registration reference number.
Course Title: Example: Composition or Beginning Ceramics
Student Signature: Make sure to read the italicized information above the signature line before signing.

Step 4 – Attach your course description to the form and turn it in to the Registrar’s Office.

COURSES NOT APPROVED FOR TRANSFER TO WJU:
• Non-credit bearing coursework
• Remedial coursework
• AA or AS degree applicable only coursework
• Witchcraft/Satanic studies
• Coursework from a school that is not regionally or ABHE accredited
TRANSFER COURSE APPROVAL

Courses listed on WJU's Official Articulation Agreement(s) are approved by the Registrar and DO NOT require this form. Current Articulation Agreements can be obtained in the Registrar’s Office or at www.jessup.edu. The purpose of this form is for WJU students to verify transferability of courses taken concurrently at another institution intended to satisfy WJU's degree requirements.

Please note: A course description and/or syllabi must be attached to this form.

PLEASE PRINT CLEARLY: USED FOR MAILING

Student Name __________________________________________ WJU Box # _______________________ ID# __________________
Address _______________________________________________ Phone (cell) _______________________________________________
City, State, Zip _________________________________________ Phone (other) _____________________________________________

Major :  __________________________________________ Program: □ Traditional □ Evening College

• What semester and year do you plan on taking these courses: _________________________________________________
• At what college/university: ______________________________________________________________________________
• Do you receive VA educational benefits?  □ Yes □ No

This form DOES NOT verify waiver applicability, nor does it verify that you have not already satisfied or completed this course previously. Duplicated coursework is not transferable. Grades lower than C- will not be accepted for transfer. Students should not enroll in more than 18 units at any one time. Students who elect to take concurrent overload at other institutions do so at their own risk. Students who do not take the course during the approved semester must file another petition to ensure transferability of the course(s). It is the responsibility of the student to retain a copy of this agreement for future verifications. A copy will be mailed to you at the above address upon completion of your request. This approval is not valid without the signature of the Office of the Registrar.

Student signature: _____________________________________________ Date: ___________________________________

1. Course# ________________Course Title __________________________________________________ Units _____________

What course requirement are you trying to fulfill: __________________________________________________________________

□ General Education  □ Major/Minor Requirement □ Upper Division Elective □ Lower Division Elective

Registrar’s Office use only:

□ The above course is eligible to transfer as: _________________________________________________________________

□ General Education  □ Major/Minor Requirement □ Upper Division Elective □ Lower Division Elective

□ The above course is NOT eligible for transfer

Registrar’s Office Signature: ______________________________________________________ Date: _____________________

2. Course# ________________Course Title __________________________________________________ Units _____________

What course requirement are you trying to fulfill: __________________________________________________________________

□ General Education  □ Major/Minor Requirement □ Upper Division Elective □ Lower Division Elective

Registrar’s Office use only:

□ The above course is eligible to transfer as: _________________________________________________________________

□ General Education  □ Major/Minor Requirement □ Upper Division Elective □ Lower Division Elective

□ The above course is NOT eligible for transfer

Registrar’s Office Signature: ______________________________________________________ Date: _____________________