



Please do not print out this form. Please use the editable version

ADVANCED APPROVAL FOR CREDIT TAKEN AT OTHER INSTITUTIONS

NOTE: An official transcript must be forwarded to Neumann University's Registrar's Office upon completion of the course(s).
Transfer credit(s) will not be accepted for any grade lower than a "C".

Student Name: _____ Student ID#: _____
(Please Print in Ink)

Address: _____ Phone #: _____

_____ Major: _____

Term Work to Be Taken (i.e. Summer, Fall): _____

*Institution Offering the Course: _____

Reason for Taking the Course: _____

Anticipated Graduation Date (month, year): _____ Graduating this same term? (y or n)** _____

****If this class is being taken during your final semester at Neumann University, you are required to obtain signed approval of this form from the Provost. Official transcripts listing final grades from the visiting institution must be received 12-14 days before graduation.**

Course Number	Course Title	Neumann Equivalent	Registrar's Approval
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please Note: If the above course(s) is/are intended to repeat coursework previously taken at Neumann University, please note that ONLY Core and General Elective courses are allowed to be repeated at institutions outside of Neumann University.

Student Signature: _____ Date: _____

Advisor Signature After Registrar's Approval: _____ Date: _____

*For college-level coursework completed outside of the United States that is being presented for possible transfer credit acceptance, World Education Service must be utilized for a course-to-course evaluation which identifies United States college-level course equivalencies. Instructions for obtaining this evaluation from World. Once signatures have been obtained, please return this form to the Registrar's Office to complete the Advanced Approval for Credit taken at other Institutions process.