

Planned Transfer Credit

Instructions for Students: Please complete the request, save an electronic copy for your records, forward the completed request as an email attachment (pdf file) to the related Department Head for approval. Once your request is approved your request will be forwarded to the Registrar's Office for processing. Please note that by submitting this request you are agreeing to the terms and conditions in this request and any related policies and/or procedures in the current Academic Catalog.

Last Name _____ First Name _____

Name of Transfer University _____

Address of Transfer University _____

Accreditation _____

Semester _____ Year _____

List the course(s) that you plan to take at the above institution and the Franklin College equivalent for which you would like to earn credit. Obtain the approval of the Dept. head that requires this course at Franklin. Students may be required to submit course descriptions for approval. Please note: students may transfer up to a maximum of 30 credits into Franklin College after their initial enrollment at the school provided residency requirements are met (i.e., at least 60 credits, of which 30 must be in the major, for a BA degree and 28 for an AA degree must be completed with Franklin College). All planned transfer credit is subject to final approval by the Registrar. Students must enroll at accredited institutions and pass the course with a grade of C or better.

Instructions for Department Heads:

1. Please note your approval/denial of a request in the space provided on this form.
2. Print to Adobe PDF or PDF Creator.
3. Email the Approved form to registrar@fc.edu for processing

COURSE #1

Transfer course title and number _____
Franklin course equivalent _____
Dept. Chair Approval _____

COURSE #2

Transfer course title and number _____
Franklin course equivalent _____
Dept. Chair Approval _____

COURSE #3

Transfer course title and number _____

Franklin course equivalent _____

Dept. Chair Approval _____