Authorization for Transfer of Credit Student Instructions:
1. Discuss your plans with your advisor.
2. Provide a catalog course description for each course you wish to take and complete the form below. Incomplete applications will not be accepted.
3. Return this form and the course description(s) to the Registrar’s Office for review. If approved, you will receive a permit to take the course away.
4. Present approved form to the appropriate official at the institution you plan to attend, if required by visiting institution.
5. Upon completion of course work, you must have an official transcript sent to:

High Point University, Office of the University Registrar, Drawer #38, One University Parkway, High Point, NC 27268 USA

Eligibility: Students must be in good academic standing. Credit must be earned on the campus of a regionally accredited institution. If you transferred to High Point University, you are required to take a minimum of 32 credits and 50% of the major (and minor) in residence. This policy may preclude you from taking additional transfer credits. Courses for which you earned a grade (except W-withdraw) at High Point University may not be repeated at another institution. Dual enrollment is not permitted. No credit will be granted for coursework taken at another institution unless a grade of a C or better has been earned; a C- is not accepted. Although credit hours earned in summer school elsewhere count toward graduation, these credits are not used in the calculation of the GPA, except courses at member institutions of the Greater Greensboro Consortium.

The Math, History and Modern Foreign Language Departments will not accept online courses for transfer credit from another college/university.

Requested Term: Fall Winter Spring Summer

Date_________________________ Student ID # __________________ Student’s Name ____________________________

Major __________________ Minor __________________

Visiting School __________________________ City/State __________________

I am interested in receiving:
___ Major/Minor requirement credit
___ General education requirement credit
___ Elective credit

Courses of Interest

Course Title at Visiting School: ___________________________ HPU Equivalent: ___________________________

Course Number: _______ Credit Hours: _______ Is this an online course? _______

Course Title at Visiting School: ___________________________ HPU Equivalent: ___________________________

Course Number: _______ Credit Hours: _______ Is this an online course? _______

Course Title at Visiting School: ___________________________ HPU Equivalent: ___________________________

Course Number: _______ Credit Hours: _______ Is this an online course? _______

Course Title at Visiting School: ___________________________ HPU Equivalent: ___________________________

Course Number: _______ Credit Hours: _______ Is this an online course? _______