



Transfer of Credit Request

Please read the Transfer of Credit Policy in the Student Handbook before completing this form and submitting it to your advisor.

Student Name: _____ **Campus Key:** _____

Program: _____ **Effective Term:** _____

Transfer is part of Affiliation Agreement or Advanced Standing ☐

Please attach to this application a detailed syllabus of the course to be transferred and an unofficial transcript. If transfer(s) is part of an affiliation agreement or Advanced Standing, attachments are not needed. Credits transferred from another institution will not be included in the GPA calculation.

Institution	Term	Course #	Course Name	Credits	Grade	Attendance Period	JCPH Equivalent Course (& credits)	Course Reviewer

Transcript Comment:

☐ Request Approved

☐ Request Denied; Reason:

Program Director: _____ Date: _____

Director, Academic Affairs: _____ Date: _____