

*Please list each semester on a separate request form.  
Forms must be returned to Cheryl Bruette, Bay 129a, prior to the start of the course.*

## Drury University Request for Transfer of Credit (TO DRURY FROM ANOTHER COLLEGE)

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Drury ID# \_\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Classification: FR SO JR SR (If Junior or Senior, see \* below) Phone \_\_\_\_\_

College or University you plan to attend \_\_\_\_\_

Location \_\_\_\_\_

Dates of Planned Attendance \_\_\_\_\_

### COURSES FOR WHICH YOU PLAN TO REGISTER

Dept.	Course		Credit Hours	Same as Drury Course	Dept. Chair Approval	
	Number	Title			Signature	Date

REASONS FOR REQUEST:

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Academic Advisor)

**PLEASE NOTE: If you are GRADUATING at the end of the semester in which you are transferring credits, Drury will not post your degree, issue your diploma, or confer honors until the transcript is received by the registrar's office. Often transcripts are not received from other schools until a date after graduation. Schools are under no obligation to send a transcript to Drury early. Please initial here \_\_\_\_\_ if you are graduating, to confirm that you have read and understand this statement.**

#### \*Partial Waiver of Senior Residency

- If:
- 1) you are a senior (90 or more hours earned); or
  - 2) you are currently a junior but you will be a senior by the time you undertake this study; or
  - 3) completion of this work will increase your total hours to more than 90,

Then you must: *Request* an Academic Standing Petition form from the registrar and *submit* the completed petition form with this document.

#### STUDENTS, PLEASE NOTE:

**Prior approval is required before enrolling for any course that is to be transferred into a Drury University degree program.**

- A grade of "C" or better must be earned in order for the transfer to be accepted.
  - Only credits, and not grades, transfer from another school.
- Grades earned at another college or university will not change your Drury grade point average.
- A grade for a course repeated at another institution will not replace a prior grade earned at Drury.