Washington University in St. Louis
COLLEGE OF ARTS & SCIENCES

NON-WUSTL COURSE CREDIT APPROVAL

Arts & Sciences students wishing to earn credit for coursework taken at another institution need approval from the College Office before they are eligible to receive credit.

These policies apply to non-WUSTL courses:

- Online or distance learning courses will be considered for transfer credit for Summer 2020, Fall 2020, Spring 2021, and Summer 2021 only.
- Students on leave of absence may transfer a maximum of 6 credits per semester on leave.
- You must take the course for a letter grade and earn a grade of C or better to be eligible for transfer credit.
- Grades earned at other institutions will **not** be included in your WUSTL gpa.
- Non-WUSTL course work may **not** be used to satisfy Arts & Sciences distribution requirements; courses may count towards major/minor credit only with department pre-approval.
- Upon receipt of an official transcript from the non-WUSTL school, approved credit will be awarded.

Instructions

1. Fill in the top section of this form (leaving the grey box at the bottom blank) and save the file.
2. Obtain an electronic version of the course description to include when submitting this form.
3. Indicate below if the class is to count for general credit or for a major/minor.
   a. For general credit, submit the completed form and electronic course description to Bernard Cummings at college@wustl.edu.
   b. If the course is for your major/minor, please email this information to your major advisor or the Director of Undergraduate Studies in the department, requesting that they complete the grey box at the bottom of the form. Please have the department email the approved form to Bernard Cummings at college@wustl.edu.
4. International students: visit http://artsci.wustl.edu/resources/policies-procedures for additional instructions.

_____   ____/____/____
Last   First   Middle   Date

_____   _____   _____
Student ID Number   Cell Phone Number   E-Mail Address

Name and location (city, state), and semester of the non-WU school you will be attending:

_____
School   City   State   Semester

Is this an online course? (check one):   Yes   No

Will this course count as general credit or for a major/minor? (check one): General credit   Major/Minor credit

This school grants credit in (check one):   Semester Hours   Quarter Hours   Other (please explain) _____

Please Note: Quarter units are converted to semester units by a factor of .66

1. Non-WU Course _____ _____ _____
                     Dept. Name   Course No.   Title

Approved by: Department (for major/minor) _____ Date: ___/___/___ **~or~** Dean (for general credit) _____ To transfer as: _____ _____ _____/_____ Dept. Name Course No. Title #Units	**SIS ENTRY** Keyed By: Date: