

## Request for Letter of Good Standing/Transient Letter (Request for Approval of Transfer Credits)

**Return to the Office of Records, Carter Hall 134 - Covenant College**

Full Name: \_\_\_\_\_ Banner # @ \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Covenant Box # \_\_\_\_\_ Major(s) \_\_\_\_\_ Anticipated Grad Date- May Dec 20 \_\_\_\_\_  
 Term Entered Covenant- Fall Spring \_\_\_\_\_ Name of college you plan to attend \_\_\_\_\_  
 Dates/semester you plan to attend \_\_\_\_\_ Is above college on semester or quarter\* calendar? \_\_\_\_\_  
 Address/fax # where letter should be sent \_\_\_\_\_

\*One quarter hour transfers as .67 semester hours. Courses will only be accepted with a letter grade of "C-" or better, and not taken pass/fail.

A maximum of 70 semester hours can be transferred from *community colleges* and will receive lower division credit only.

Courses of a vocational or technical nature are not transferable. Core requirements must be approved by the Office of Records or in the case of mathematics and foreign language, by the respective departments. **Major and minor courses are to be approved by the department.**

**The student is responsible for requesting an official transcript, sent to Covenant College Office of Records, when course work is complete.**

COURSE INFORMATION FROM OTHER COLLEGE			ONLINE ?	CREDIT HOURS	Covenant requirement this course will satisfy?	Dept. Approval
DEPT	COURSE #	TITLE				

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please provide course descriptions from the other institution for each course needing approval.**

**Please allow 7-10 working days for processing.**

### Office of Records Use Only

The application of the course(s) above to your degree program at Covenant College are approved as noted above for a total of - \_\_\_\_\_ Hours

Office of Records Signature \_\_\_\_\_ Date \_\_\_\_\_ Notes: