



# Office of the Registrar

## Request to Transfer Credit from Another Institution

Submit completed form to [registra@wittenberg.edu](mailto:registra@wittenberg.edu) or in person at Recitation Hall Room 2L.

In order to be transfer eligible, courses must be completed at a Regionally Accredited Institution; contact the Office of the Registrar at Wittenberg to confirm the school you are considering qualifies. Courses that a student has already received credit for are not accepted (e.g., repeated courses). Only courses where a grade of C (2.0) or higher are eligible for transfer. The transfer grade does not become part of the Wittenberg grade point average (GPA).

For more information, please visit <https://www.wittenberg.edu/administration/registrar/transfer-credits>.

Student Name: \_\_\_\_\_  
Last Name First Name M ID#

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Institution			
When do you plan to take the course (e.g., Summer 2023):			
Department	Course #	Course Title	# Credits
What do you intend this course to fulfill upon transfer back to Wittenberg? <div style="text-align: center;"> <input type="checkbox"/> Elective Credit    <input type="checkbox"/> General Education Requirement </div>			
If major or minor course, what course will it equate to? _____			
Major or Minor Department Chair signature			Date

By signing below, I understand that without confirmation from the Office of the Registrar, this Faculty Advisor Printed Name

Date Signed \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Comments:	Approved	Denied	Date: _____