

**St. Luke's College  
Waiver of Policy Form  
For Transfer Course Approval**

This form **MUST** be turned in to the Registrar's Office prior to signing up for the transfer course.  
Not all requests are approved.

**Date:** \_\_\_\_\_

**Student Name** (please print): \_\_\_\_\_

**Major/Program:** \_\_\_\_\_

**Expected graduation date:** \_\_\_\_\_

**Name of the Transfer Institution:** \_\_\_\_\_

**City/State of Transfer Institution:** \_\_\_\_\_

**Transfer Course Number and Title:** \_\_\_\_\_

**Course Description:** \_\_\_\_\_

**Start and End dates of course:** \_\_\_\_\_

Having read the guidelines regarding transfer courses in the St. Luke's College Handbook, I am requesting that the course described above be accepted as transfer credit. I intend to apply this course to the following course at St. Luke's College: \_\_\_\_\_

My reason for requesting this is as follows: \_\_\_\_\_

**I understand that to receive credit for this course, I must earn a grade of C or higher and have an official copy of my transcript sent to St. Luke's College.**

Student Signature

Date

Advisor Signature

Date

**FOR COLLEGE USE ONLY:**

Approved

Denied

Committee Chair Signature

Date

RECOMMENDATION:

Please return this form to the Student and Administrative Services Department.