



Request for Transfer Credit Evaluation

Office of the Registrar | registrar@asun.edu | 870.512.7864

Directions: Complete the Request for Transfer Credit Evaluation form and email the completed form to registrar@asun.edu.

Name: _____

Birthdate: _____

ASUN Student ID / Last Four of SSN: _____

Program of Study at ASUN: _____

Signature

Date

ASUN requires that transfer students submit an official transcript from the most recent post-secondary institution attended.

The Registrar retains the option to request transcripts (official or unofficial) from other colleges attended to more accurately award transfer credit. If you wish to have other transcripts evaluated for possible transfer credits that may not appear on the transcript from the last institution you attended, you will need to provide these to ASUN.

Special note for students who plan to use Veteran's Educational benefits: The Veteran's Administration requires that an **official** copy of **all post-secondary transcripts** be on file (School Certifying Official Handbook, pages 118,119).

Courses outside of the general education core will be evaluated for content alignment by specific program directors for ASUN equivalencies. In these circumstances, a student must declare a major requiring career and technical coursework and must inform the Registrar's office of his or her intent to seek program specific transfer credit. Students who present official transcripts displaying contact hour (or clock hour) coursework with passing grades may receive clock hour to semester hour course equivalent credit toward their declared major, which must be a technical certificate or certificate of proficiency, to be determined by the program director. Contact (or clock hour) credits will not be awarded for Associate level programs.

Only the courses determined to be appropriate for the program of study requested will be added to the student's ASUN transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript.

Please list each post-secondary institution attended (colleges, universities, trade schools, and vocational schools).

Please list courses completed with a grade of D or better and the probable equivalent course that appears on your degree plan for your program of study at ASUN.

Post-Secondary Institution	Course Index	Course Title	ASUN Course	Is this course required for your current degree program?

Submission of this form does not guarantee courses will transfer to ASUN. The Registrar (or designee) may deny transfer requests based upon course equivalency.