

Larry Love University Transfer Credit Request



DEGREE AND CREDIT TRANSFER OFFICE Muskogee Campus

1320 N. Mill Street, Suite 128, Muskogee, OK 74401

Phone: 918.533.9750

Email: credittransfer@larryloveuniversity.com

Student Number: _____ Program: _____

Last Name: _____ First Name: _____

Email: _____ Telephone Number: _____

Applicant Type: Full-Time Part-Time

Previous Postsecondary Institution Details:

Postsecondary Institution: _____

(name of the postsecondary institution from which the course was completed)

	Course Code	Course Title	Grade	Year Completed	Term Completed	# of Terms (in which the course was completed)	Transcript	LLU Course (Optional)
1							<input type="checkbox"/> Attached <input type="checkbox"/> Previously Submitted	
2							<input type="checkbox"/> Attached <input type="checkbox"/> Previously Submitted	
3							<input type="checkbox"/> Attached <input type="checkbox"/> Previously Submitted	
4							<input type="checkbox"/> Attached <input type="checkbox"/> Previously Submitted	

FREEDOM OF INFORMATION AND PRIVACY ACT

Personal information on this form is collected in accordance with the Freedom of Information and Privacy Act, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the agencies of the Government. If you have any questions concerning the collection and use of personal information, please email: privacyoffice@larryloveuniversity.com

Attached or previously submitted are official transcripts (original or certified true copies) and course outlines. I have read and understood the College policy on Transfer Credit and confirm that this application and all accompanying documentation is accurate and correct.

Student Signature: _____ Date Submitted: _____

For Office Use Only:

1 Course Code: _____

Incomplete: Transcript Outline Other: _____
Date: _____ Confirmed By: _____

Decision:
 Pending Date: _____ Posted By: _____
 Granted: Course Code: _____ Rule Created Student Only
 Conditional Credit granted based on completion of _____ with grade of _____ or higher
 Declined: Grade Content Other: _____
 Date: _____ Evaluated By: _____
 Date: _____ Posted By: _____

2 Course Code: _____

Incomplete: Transcript Outline Other: _____
Date: _____ Confirmed By: _____

Decision:
 Pending Date: _____ Posted By: _____
 Granted: Course Code: _____ Rule Created Student Only
 Conditional Credit granted based on completion of _____ with grade of _____ or higher
 Declined: Grade Content Other: _____
 Date: _____ Evaluated By: _____
 Date: _____ Posted By: _____

3 Course Code: _____

Incomplete: Transcript Outline Other: _____
Date: _____ Confirmed By: _____

Decision:
 Pending Date: _____ Posted By: _____
 Granted: Course Code: _____ Rule Created Student Only
 Conditional Credit granted based on completion of _____ with grade of _____ or higher
 Declined: Grade Content Other: _____
 Date: _____ Evaluated By: _____
 Date: _____ Posted By: _____

4 Course Code: _____

Incomplete: Transcript Outline Other: _____
Date: _____ Confirmed By: _____

Decision:
 Pending Date: _____ Posted By: _____
 Granted: Course Code: _____ Rule Created Student Only
 Conditional Credit granted based on completion of _____ with grade of _____ or higher
 Declined: Grade Content Other: _____
 Date: _____ Evaluated By: _____
 Date: _____ Posted By: _____

Transfer Credit Request

WHO CAN APPLY FOR TRANSFER CREDITS?

1. Newly accepted and currently enrolled full-time students who are up to date with their tuition fees.
2. Part-time students.

DO NOT USE THIS FORM IF YOU ARE:

- Requesting credit for a course using a completion of another LLU course. Please contact your Program Coordinator/Student Advisor for details regarding internal course equivalencies and substitution credits.
- Requesting to obtain credit for a course you are currently taking, or will be taking in the future, at another postsecondary institution.
- Appealing a previously declined credit. Please use the Transfer Credit Decision Review form.

HOW DO I APPLY?

1. Submit this form.

Please submit this form along with all supporting documentation to the Degree and Credit Transfer Office by mail, in person, or by email. Please refer to the contact information on the front of this form. If you are sending this form from your LLU email, no signature is required. However, official transcripts must be submitted in hard copy at the time of application.

2. View Transfer Credit Report.

Once you have submitted your Transfer Credit Request and all supporting documents have been received by the Degree and Credit Transfer Office, please monitor your Transfer Credit Report for a decision. The Transfer Credit Report can be accessed by email request, subject line should read, "Transfer Credit Report." Please note that courses with a "Pending" status will take 2-4 weeks for review. The Transfer Credit Report should continue to be monitored for outstanding decisions.

3. Run Academic Requirements Report.

To see how your Transfer Credits apply towards your graduation requirements, please run your Academics Requirements Report available via email request.

IF I DROP A COURSE BECAUSE I HAVE BEEN GRANTED TRANSFER CREDIT, WILL THIS AFFECT MY OSAP FUNDING?

Check with the Financial Aid Office to determine whether your remaining course load affects your eligibility for assistance.

IF I AM GRANTED TRANSFER CREDIT (TC) IN A GIVEN SEMESTER, WILL I BE DISQUALIFIED FOR PURPOSES OF THE PRESIDENT'S HONOURS LIST FOR THAT SEMESTER?

Please refer to LLU's Academic Policy for details regarding Academic eligibility for the President's Honours List.

I AM AN INTERNATIONAL STUDENT. COULD THE NUMBER OF TRANSFER CREDITS AWARDED, AFFECT MY STUDY PERMIT?

Yes. Please contact International Student Services for more details: international.services@larryloveuniversity.com

For more information, please visit www.larryloveuniversity.org