

Quincy University

REQUEST FOR UNDERGRADUATE TRANSFER CREDIT

OFFICE OF THE REGISTRAR

1800 College Avenue • Quincy, IL 62301-2699
Ph. 217-228-5280 • Fax 217-228-5283
Email: registrar@quincy.edu

Name: _____ Student ID #: _____

Major: _____ Graduating Senior (has applied for graduation)

Your Graduation (You will be emailed when ready) (Date Required)
Catalog Year: _____ Emailed: _____ Need Approved by: _____

College you plan to attend: _____ City/State: _____

Session (Summer, Fall, Spring): _____ Year: _____ Beginning Date: _____

Transfer Course (from the other institution)

Proposed QU Application (please complete)*

Course Prefix & #	Title	Credit Hours	Course Prefix & #	Title	Credit Hours

Please attach course description(s) unless course is from JWCC.

Student Signature Date

Advisor Signature Date

*Upper level courses (300-400 level) require approval by the Dean/Chair of that area.

Dean/Chair Signature (when required*) Date

Quincy University will accept transfer credit for the above course(s) provided that a grade of "C" or better is earned and the course does not duplicate coursework completed at Quincy University. With the exception of PE activity courses, pass-fail grades will **not** be accepted. Grades earned in courses accepted for transfer do **not** figure into the cumulative GPA at Quincy University. However, in determining graduation with honors, all college work wherever taken is considered.

It is the responsibility of the student to request that an official transcript, with grade(s) posted on it, be sent directly to:

Office of the Registrar
Quincy University
1800 College Avenue
Quincy, IL 62301-2699

Signature of University Registrar Date

Disclaimer: Transfer approval does not indicate the course is applicable to a particular degree requirement – please check with your advisor.