



INDEPENDENCE JUNIOR COLLEGE

Savannah Road, Independence Village

APPROVAL OF TRANSFER COURSES

This form is to be used for approval of any courses that a regularly-enrolled student or student on leave wishes to take at another college/university. **The form should be filled out before a course is taken.** Otherwise, the student risks the possibility of future difficulties with meeting program requirements.

An official transcript of credit must be sent to the Office within 15 days of the end of the semester at the institution where the course is completed. Complete three copies of this form.

STEP 1: To be completed by student:

STUDENT NAME: _____ **ID#** _____

ACADEMIC PROGRAM: _____

Courses will be taken at _____
Name of Junior College/University

COURSE NUMBER	COURSE TITLE	HOURS	SEMESTER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON: _____

STEP 2: To be completed by Academic Advisor: (Academic Approval)

I hereby certify and approve that the courses indicated above, totaling ____ credit hours and assuming a required grade, will be transferable to Independence Junior College and will fulfill the following requirement(s):

Note: Those courses approved for credit must be completed with a grade of "C" or better to be transferrable to Independence Junior College. The course/courses will be included on IJC official transcript as transfer course.

Dean/ Assistant Dean

Date

Academic Advisor

Date

1 Copy to Student, 1 copy to Office, 1 copy to Dean

IJC TRANSFER OF CREDITS POLICY

Students who have attended another recognized tertiary level institution within the last four years may apply for credits to be transferred to Independence Junior College. Such students must meet our requirements and ensure that their official transcript is received within the given deadline for application for admission. Transfer of credits applies only to courses in which a C or a higher grade was achieved. A maximum of thirty three (33) credits is accepted towards an Associate Degree