

Letter of Good Standing/Transient Letter Request Form (Request for Approval of Transfer Credits)

Return to the Office of Records, Carter Hall 149 or records@covenant.edu

Full Name: _____ Banner # @ _____ Date: _____ Telephone #: _____

Covenant Box # _____ Major(s) _____ Anticipated Grad Date- May Dec 20 _____

Term Entered Covenant- Fall Spring _____ Name of college you plan to attend _____

Dates/semester you plan to complete the course _____ Is above college on semester or quarter* calendar? _____

Email address, mailing address, or fax # where letter should be sent _____

- A maximum of 70 semester hours can be transferred from *community colleges* and will receive lower division credit only.
- Foreign language courses may not be online or distance education delivery method.
- Natural Science lab courses may be hybrid classes with online lecture delivery, but the lab must be in a physical lab.
- Courses of a vocational nature are not transferable. Core requirements must be approved by the Office of Records or in the case of mathematics and foreign language, by the respective departments. **Major and minor courses must be approved by the department.**
- *One quarter hour transfers as .67 semester hours. Courses will only be accepted with a letter grade of "C-" or better, and not taken pass/fail.

The student is responsible for requesting an official transcript, sent to Covenant College Office of Records, when course work is complete.

COURSE INFORMATION FROM OTHER COLLEGE			ONLINE ?	CREDIT HOURS	Covenant requirement this course will satisfy?	Dept. Approval
DEPT	COURSE #	TITLE				

Student's Signature

Date

Please provide course descriptions from the other institution for each course needing approval.

Please allow 3-5 working days for processing.

Office of Records Use Only

The application of the course(s) above to your degree program at Covenant College are approved as noted above for a total of _____ Hours

Office of Records Signature _____ Date _____ Notes: _____
Master\Forms\Forms for the web\Letter of Good Standing Form 121417