

Lake Forest College – Transfer Credit Approval Form

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| Student Name: | Major(s): |
| Student ID Number: | Minor(s): |

Carefully read the instructions and transfer credit policies on page 2 before submitting this form.

| Section 1: To be filled out by student. | | | |
|---|--------------|-----------------------|--|
| Check this box to confirm you have read and understand the instructions and transfer credit policies on page 2. | | | |
| College/University where work will be completed: | | | |
| Year/Term when work will be completed: | | | |
| Department, Course Number, and Course Title | Credit Hours | LFC Credit Equivalent | Course is being taken for: (check one) |
| | | | Credit toward graduation requirements FFC requirements (see section 2) Major/minor requirement (see section 3) |
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| Section 2: FFC Consideration | |
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| Department, Course Number, and Course Title | I request this course to be considered for the following FFC requirement(s): |
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| All FFC requests are reviewed by the Registrar's Office. If necessary, a course syllabus may be required to determine FFC eligibility. A single course may fulfill at most two (2) FFC requirements. | |

| Section 3: To be filled out by department chair. | |
|---|--|
| Department, Course Number, and Course Title | Equivalent LFC course number OR specific major/minor requirement this course will complete |
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Instructions:**Students:**

- Discuss your plan to take a transfer course with your advisor(s) **before** submitting this form.
- Fill out the Student section and, if necessary, the FFC Consideration section. Use multiple forms if necessary.
- If requesting that a course complete a major or minor requirement, submit this form directly to the appropriate department chair for review.
- If requesting transfer courses that meet only graduation credit and/or FFC requirements, submit this form directly to the Registrar's Office (registrar@lakeforest.edu), copying your advisor(s) on the message.

Department Chairs:

- Fill out the department chair section as requested by the student and submit this form directly to the Registrar's Office (registrar@lakeforest.edu.)

Transfer Credit Policies:

- Transfer courses require a minimum grade of C- to transfer in.
- Courses with grades of P (pass), S (satisfactory), CR (credit), etc. are not accepted unless a letter grade equivalent of C- or better can be confirmed.
- Grades earned in transfer courses are NOT calculated into a student's cumulative GPA, but the grade is posted on the transcript.
- One Lake Forest course credit is equivalent to 4.0 semester hours. A 3.0 semester hour course converts to 0.75 LFC credits.
- Students can transfer in a maximum equivalent of 16.0 LFC credits (64 semester hours).
- 12.0 of a student's last 16.0 credits must be Lake Forest College courses.
- 4.0 of a student's last 5.0 credits must be Lake Forest College courses.