

## COURSEWORK APPROVAL

Name \_\_\_\_\_ LU E-Mail \_\_\_\_\_  
(PRINT)  
 Student ID # \_\_\_\_\_ Phone \_\_\_\_\_ Major \_\_\_\_\_  
 Institution attending \_\_\_\_\_ Term courses will be taken FA SP SU Year \_\_\_\_\_

Please refer to the South Carolina Transfer and Articulation Center web site for course equivalencies, [www.sctrac.org](http://www.sctrac.org). For approval of courses not listed on this website, a course description from the appropriate institution must be attached.

<b>Transfer:</b>				<b>Lander:</b>		
Subject	Number	Hours	Title	Subject	Number	Hours
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Signatures:**

Student _____	Date _____	Advisor _____	Date _____
*Office of the Registrar _____		Date _____	

The Office of the Registrar signature certifies that the student is eligible to continue at the date of signing.

**Veterans Affairs Benefits:** If you are receiving VA benefits and wish to receive benefits while attending another institution, the following must be completed by Lander's VA School Certifying Officer in the Registrar's Office. Upon approval a copy of this form must be provided to the SCO at the visiting institution.

Claim Number: \_\_\_\_\_ Chapter \_\_\_\_\_ Degree/Major \_\_\_\_\_

The courses listed above satisfy this student's degree requirements and will transfer as full value to Lander.

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University VA Certifying Official \_\_\_\_\_ Date \_\_\_\_\_

**\*Approval granted by this form does not approve or waive the Lander University policies stated on page 2. Students and advisors must monitor these when reviewing the total academic record.**

\*The following policies apply to students who wish to study at other institutions and apply those hours to a Lander degree program:

1. Course taken at another institution cannot be used to improve the Lander grade point average.
2. A grade of “C” or better is required in a course in order for it to be considered for transfer to Lander.
3. Upon completion of course(s) at another institution, the student must request an official transcript to be sent to the Office of the Registrar, Lander University, Greenwood, SC,29649.
4. A maximum of 64 semester hours from a regionally accredited technical or two-year college will be accepted as credit toward graduation; a maximum of 93 hours from a regionally accredited four-year institution will be accepted as credit toward graduation\*.
5. For degree completion, at least 25% of the total semester credit hours must be earned through instruction by Lander University.
6. Beginning fall 2017, students may not take coursework at another institution during their term of graduation. All coursework from other institutions must be received and posted prior to the semester of your graduation from Lander University.

\*Approval granted does not waive these policies. Students and advisors must monitor the total academic record.

The following policies apply to students who wish to earn credit through advanced standing mechanisms (No student will be permitted to acquire more than 30 semester hours of credit through advanced standing mechanisms, except as stipulated under “Transfer Credit for Registered Nurses” in the catalog):

1. Only baccalaureate degree students may earn credit at a level appropriate to their experience.
2. Students may not earn Lander credit for
  - a similar course in which they are currently enrolled, or
  - a course which they have audited, failed or passed, nor
  - sequential courses or two semester courses if they have already taken one of the courses, or
  - a repeat of a test not passed previously.
3. International students may not earn foreign language credit in their native tongue.
4. When credit is awarded, the student’s record will reflect a grade of “P”.