

**REQUEST FOR APPROVAL OF ENROLLMENT
IN COURSES AT ANOTHER INSTITUTION
AND TRANSFER EQUIVALENCY FORM**

*Lincoln Memorial University
Harrogate, TN 37752*

This form should be filled out by any student desiring to enroll for correspondence, extension, or in-residence work at another institution with the intention of transferring the credits to Lincoln Memorial University.

Step 1. Fill out the information below; listing the transfer courses you desire to take.

Step 2. Get the approved signature of your advisor.

Step 3. Submit to the Registrar's Office.

Step 4. If additional information is required, you may need to provide courses descriptions for the transfer courses and obtain the signatures of the Chair and Dean to which dept/school the courses are assigned.

Step 5. If approval is obtained, official transcripts of the completed transfer courses must be submitted to LMU.

Name _____ SSN/ID _____ Phone _____

** Anticipated Graduation Date _____ Major _____ Class _____ GPA _____

Total Hours Earned _____ Transfer Institution _____

Reason for request _____

Transfer Prefix Ex: MA	Transfer Course No. Ex: 109	Transfer Title of Courses Ex: Coll Algebra	Transfer Sem Hrs	Planned date of study @ above school mm/yy to mm/yy		LMU course Equiv. (Registrar's Office Use Only)	Cr hrs enrolled at LMU during this period

Signature of Student _____

Date _____

Advisor _____

Date _____

Office of the Registrar _____

Date _____

The signatures of the chairs and deans are required for new transfer equivalencies--only if needed by the Registrar's Office. The signatures of the chairs and the deans determine that a course(s) is equivalent and will be set in system as such.

Dept Chair(s) _____

Date _____

School Dean(s) _____

Date _____

**A student must complete their last 16 hours of an Associate Degree or their last 32 hours of a Bachelor Degree at LMU. An exception to this graduation requirement requires the approval of the Academic Vice President.

Signature _____

Dr. Sherilyn Emberton, Academic V.P.