

**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 for approval.

**Step 4.** If additional information is required, you may need to provide course 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 \_\_\_\_\_ ID# \_\_\_\_\_ Phone \_\_\_\_\_

\*\*Anticipated Graduation Date \_\_\_\_\_ Major \_\_\_\_\_ Class \_\_\_\_\_ GPA \_\_\_\_\_

Total Hours Earned \_\_\_\_\_ Transfer Institution \_\_\_\_\_

Reason for request \_\_\_\_\_

**Students must earn a grade of "C" or better for a course to be considered as transferable to LMU.**

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 \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

Date \_\_\_\_\_

Office of the Registrar \_\_\_\_\_

Date \_\_\_\_\_

Signature of Curtis Klinghoffer \_\_\_\_\_

Date \_\_\_\_\_

For students requesting approval to take courses at an institution outside of the United States, please see Curtis Klinghoffer for approval.

**STUDENTS ARE REQUIRED TO COMPLETE AT LEAST 25% OF  
DEGREE REQUIREMENTS AT LINCOLN MEMORIAL UNIVERSITY.**

**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 of the course's corresponding departments 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. Clayton Hess, Vice President for Academic Affairs