

HOW TO TRANSFER COURSE WORK

To ensure that the course(s) you decide to take at another institution transfer back to North Carolina Agricultural and Technical State University, just follow the instructions outlined below.

- Request a catalog or summer bulletin from the school you plan to attend. Summer bulletins are generally available in mid-March or April. You may attend any 2-or 4-year accredited school.
- Pick up a Permission Form from the Office of Admissions or the department of your Major/Minor.
- Pick out the course(s) you wish to take. The rule of thumb is that courses that are similar in content to the courses offered by NC A&T SU are considered transferable. Be aware of the fact that you cannot earn credit for a similar course that you successfully completed here.
- List the courses you may want to take on the Permission Form (you may wish to have a few courses approved in the event of a schedule change or course cancellation), and attach the course descriptions. All courses (**Elective** courses as well as courses for the **Major** and **Minor**) must be approved by your Department Chairperson as well as your Dean.
- Make three (3) copies of the completed and signed Permission Form and distribute as follows:
 - Give one to your Dean
 - Give one to your department
 - Keep one for your records
 - Submit original to the Office of Admissions
- Upon completion of the course(s) , ask the Registrar at the visiting school to send an official transcript to:

Office of Admissions
B.C. Webb Hall
North Carolina Agricultural and Technical State University
Greensboro, NC 27411
- Approved courses that are completed with grades of "C" or better will transfer.
Please Note: Only the credit will transfer. The grades do not transfer and will not affect your GPA; the grades cannot replace grades earned at North Carolina A&T State University.

As always- if you have any questions, please see your faculty advisor in your department or Eve Andree, Transfer Coordinator, Office of Admissions, BC Webb Hall.

**PERMISSION TO TAKE COURSES FROM COLLEGES OTHER THAN
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

This form must be prepared with all required signatures and filed with the Office of Admissions before a student enrolls in substitute courses. The University will not accept credits earned at another school while a student is on academic probation (unless approved by the Department Chairperson and School/College Dean), under academic or social suspension, on academic dismissal, or is concurrently registered at North Carolina Agricultural and Technical State University. No credit is awarded for a course in which a grade below "C" was earned.

Name Social Security Number

Street Address

City State Zip Code

The above-mentioned student has been granted permission to take course(s) at:

Name and Address of College

for Fall ___ Spring ___ Summer ___ 20___

A&T Equivalent

<u>Course Number</u>	<u>Title</u>	<u>Hours</u>	<u>Course Number</u>	<u>Title</u>	<u>Hours</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Approved by: _____
Chairperson Department Date

Endorsed by: _____
School Dean Date

Make three (3) copies of this form and distribute as follows:

- Give one to your Dean
- Give one to your department
- Keep one for your records
- Submit original to the Office of Admissions

<u>Office Use</u>
Date: _____
Signature: _____