

Request to Take Classes Elsewhere



JOHNSON & WALES
UNIVERSITY

- Each course will be reviewed for transferability to JWU.
- The following criteria must be met:
 - overall GPA above 2.00.
 - limited to completing 18.0 quarter-credits during your enrollment at JWU.
 - requested course(s) must not be in the major field.
 - requested course(s) must not be one(s) previously taken by you at JWU and for which you received a grade of "F," "W," "WF," "I," or "GP."
 - Course credits from other institution must equate to JWU requested course credit.
- For each approved course, you must receive a minimum grade of "C" (2.0 equivalent) in order for JWU to award transfer credit; additionally, the approved course(s) must be completed within one year of permission being granted. Transfer credits are not calculated into the cumulative grade point average.
- Accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a future term); you are strongly advised to review course projections and to plan accordingly.
- A student will not be granted credit (transfer credit or otherwise) for work done during the period of disciplinary suspension.

Please print clearly and legibly

Your request:

Name: _____ ID #: J _____

Major: _____

Reason for request: _____

Name & address of school: _____

Is school located outside of United States? Yes No If yes, Where? _____

	JWU requirement	Requested course (# and title)	Approval
Choice 1:			__yes__ no
Choice 2:			__yes__ no
Choice 3:			__yes__ no
Choice 4:			__yes__ no

To submit your request:

- Attach a course description (printout or photocopy from website or catalog) for each course choice.
- Attach institution's proof of accreditation (printout or photocopy from their website or catalog).
- Attach a print out of your degree audit.
- Make an appointment with an academic counselor/advisor (or return your completed form to Student Academic & Financial Services).

Your Signature:		Date:	
Phone Number:		Term:	

After your request has been reviewed, you will receive a notification to your JWU e-mail account.

Administrative Use Only

advisor/counselor:

comments:

approval results in graduation: yes / no

attendance period (when classes are being taken):

graduating GPA considered? yes / no