

**TEMPORARY TRANSFER POLICIES:**

- Students who have earned more than 90 earned MAY NOT take a summer course as a Temporary Transfer
- Students may not transfer any credits at other institutions during their residency (the last 30 credits of coursework)
- Students may not transfer more than 90 credits from a Community College
- No more than eight (8) credits total can be taken as a temporary transfer.
- QPA: \_\_\_\_\_ (You must have a QPA of at least 2.00)
- This course is NOT offered this summer by La Roche College
- Total cumulative credits as of the end of the current spring semester: \_\_\_\_\_

**Procedure:**

- Complete form and obtain the required signatures.
- Bring the completed form to the Registrar's Office for approval by the Registrar. Once you have obtained this approval, you may register for the class(es) at the host institution.
- When you have completed the course(s), request the host institution to send an official transcript to La Roche College—Office of the Registrar. Only courses with grades equivalent to a "C" (2.0) or above will be considered for transfer. As transfer credits, the grades will not affect your La Roche College QPA.
- Any exception to the temporary transfer policy requires a letter of support from the student's advisor and the Department Chair's signature.

Student's Name: \_\_\_\_\_ Student's ID #: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

I wish to register at \_\_\_\_\_  
(Institution) (City) (St)

For the Summer 20 \_\_\_\_ semester, I wish to register for the following course:

- Host School's Cat. # \_\_\_\_\_ Section \_\_\_\_\_ Course Title \_\_\_\_\_ Credits: \_\_\_\_\_

La Roche College Equivalency: Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

- Host School's Cat. # \_\_\_\_\_ Section \_\_\_\_\_ Course Title \_\_\_\_\_ Credits: \_\_\_\_\_

La Roche College Equivalency: Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

*Any charges to the above requested class(es) must be approved by the La Roche Registrar.*

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Use Only: \_\_\_\_\_ Course Description Approved \_\_\_\_\_ Transcript Received \_\_\_\_\_ Courses Transferred