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**Transfer of Credit from a Non-Regionally Accredited
Institution of Higher Learning Application**

Student's Name _____ Student ID _____
 Student's Major _____ Advisor _____ Phone _____
 Student Email _____ Date _____

Austin Peay State University accepts credit from other institutions if the institutions are listed with an appropriate regional accreditation association. Under normal circumstances Austin Peay does not accept credit from non-regionally accredited institutions of higher learning. If you desire acceptance of courses completed at institutions not accredited by a regional accrediting association, this form must be completed for each course. Credit may be awarded only after review and approval by the appropriate academic department chair and dean. A course competency examination may be required as a part of this process.

The following factors will determine the decisions concerning the acceptance of transfer work:

1. The educational quality of the institution from which the student wishes credit as determined by the institution's accreditation.
2. The comparability of the nature, content, and level of credit earned to that offered by APSU (only specific course equivalency credit may be granted).
3. The appropriateness and applicability of the credit earned to the programs offered by APSU with regard to the student's educational goals.
4. The qualifications of the instructor of the course.

ONE FORM IS REQUIRED FOR EACH COURSE PETITIONED FOR ACCEPTANCE

The following documents must be attached to this form in order for the request to be reviewed.

A transcript, course description from institution's catalog, syllabus with learning outcomes, and qualifications of instructor must be included. Courses must be taught by instructors who hold a masters degree and who have earned 18 graduate hours (documented) in the discipline of the course.

Transfer Institution Name and Address			Semester course was completed _____
Department	Course No.	Transfer Course Title	Credit Hours

I recommend that this course is the equivalent to the following APSU course

Department	Course No.	APSU Course Title	Semester Hours

Note: You may be admitted and enrolled before a decision is made regarding the credits earned at other institutions or by other alternatives. Credits might not be accepted from non-regionally accredited institutions.

TO BE COMPLETED BY AUTHORIZED APSU PERSONNEL

Please review this request and the attached material to make specific transfer credit recommendations applicable to areas in your department. Please use the space below for your recommendations and comments. **Please note that any approved credit will transfer for all future students.**

Department Chair

I recommend: Approval _____ Denial _____

Print Name

Signature

Date

Department Chair: After your approval or denial, please forward to the Academic Dean.

Academic Dean

I recommend: Approval _____ Denial _____

Print Name

Signature

Date

Academic Dean: After your approval or denial, please forward this form to:

Transfer Coordinator, Office of the Registrar, P. O. Box 4448.

Revised 3/3/17