

The Salvation Army College for Officer Training at Crestmont



Transfer of Credit Request Form

In order to transfer credit, you must have received a **grade of "C" or better** at an **accredited college or university**. Please note, that this is a request form only and does not imply the granting of Transfer of Credit. If the request is granted, the transfer of credit will be awarded and reflected on your Official CFOT Transcripts. You will be notified of the decision **via email** and will receive a copy of the response **via your cadet mailbox**. Please submit form and all required documents to **Captain David Oh**.

Please attach the following documents with your request (all documents required):

- Student Learning Outcomes
 Course Description
 Syllabus (If Available)

Cadet First and Last Name: Session:

Please list *one* previous course taken elsewhere for which you are requesting Transfer of Credit

Former Educational Institution: _____
 Term/Year of Course Completion: _____ Semester System
 Course Number: _____
 Course Name: _____ Quarter System
 Credit Received: _____
 Grade Earned: _____

The aforementioned course will be used to fulfill the following CFOT course:

Year Course Offered: _____ Quarter: Fall Winter Spring
 Course Number: _____
 Course Name: _____
 Credit Hours: _____

Cadet Signature: Date:

Curriculum Department Use Only

Required Documents:
 Copy of Transcript
 Student Learning Outcomes
 Course Description
 Syllabus
 Missing Documents
 Decision:
 Denied
 Approved Units Granted: _____
 Entire Course Audit
 Partial Course Audit From: _____ To: _____
 Rationale: _____

Director of Curriculum's Signature: Date:

Training Principal's Signature: Date: