



THE SALVATION ARMY
College for Officer Training at Crestmont

REQUEST FOR TRANSFER OF CREDIT

SECTION A.

NAME _____ SESSION _____

YEAR _____ QUARTER: Fall ___ Winter ___ Spring ___ Summer ___

SECTION B.

PREVIOUS COURSE(S) TAKEN FOR WHICH TRANSFER OF CREDITS IS REQUESTED

EDUCATIONAL INSTITUTION	COURSE NUMBER	COURSE NAME	CREDIT HOURS	EARNED GRADE	DATE OF COURSE COMPLETION

I AM REQUESTING THAT THESE CREDITS BE TRANSFERRED INTO MY DEGREE PROGRAM IN LIEU OF TAKING THE FOLLOWING COURSE:

CFOT

IF TRANSFER OF CREDIT IS APPROVED,

_____ I WILL AUDIT THE SCHEDULED COURSE

_____ AUDIT ANOTHER COURSE (LIST BELOW)

_____ COMPLETE AN INDEPENDENT/DIRECTED STUDY
 (CONTACT DIRECTOR OF CURRICULUM FOR FORM)

PLEASE NOTE:

1. This is a Request Form only and does not imply the granting of Transfer of Credit. Official copies of all transcripts issued from the stated educational institutions are required before transfer credit will be granted. Course descriptions may also be required before transfer credit is granted. Course syllabi may be required in certain instances.
2. If the Request is granted, a Transfer of Credit letter will be issued to the student by the Director of Curriculum.
3. The transfer credits will be recorded on a student's transcripts.

SECTION C.

Student's Signature _____ Date _____

Director of Curriculum _____ Date _____

Principal's Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING THIS FORM

Section A. Please provide all information requested.

Section B. Please provide the information requested with regard to previous work completed at an accredited university or college. In order to transfer credit, the student must have received a "C-" or better. Include the name of the college/university, the course number and name, the number of credit hours (indicate if they are quarter or semester), the grade received and the year in which the course was completed.

Indicate the scheduled course these transfer credits will be in lieu of.

Indicate what academic alternative will be done. The student may choose to audit the course already taken, audit another course being given, or complete an independent/directed study. If the latter option is chosen, the student must complete a request form for Independent/Directed Study.