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- 1) Fill out form completely 2) Attach a course description and/or syllabus 3) Return forms to the LAPU Registrar's Office
4) Please allow approximately 2 weeks to receive a response**

Name:

Date:

LAPU#:

LAPU Email:

School Name

Course Number

Course Title

LAPU Course Requirement

Additional Comments

Turn in completed form with attached course description and/or syllabus to the office of the LAPU Registrar.

The student is responsible to know and follow all of LAPU academic policies as set forth in the University Catalog

- **Upper-Division Credit from Community/Junior Colleges:** Courses taken at community colleges or junior colleges are generally not awarded upper-division credit at LAPU.
- **Minimum Grade for Transfer Credit:** A grade of C- or higher is required for a course to be considered for transfer credit.
- **Transfer Credit from Non-Degree Granting Institutions:** Courses taken at non-degree awarding institutions such as Sophia Learning, Study.com, Saylor, and Straighterline will be awarded a maximum of 30 units of Prior Learning Assessment (PLA) credit. All transcripts from these institutions must be submitted through an ACE-accredited transcript service to be accepted.ment, with a 30 unit maximum. All transcripts must be submitted through an ACE-accredited transcript service to be accepted.
- **Quarter Unit Conversion:** Quarter units will be converted to semester units at a rate of 2 semester units for every 3 quarter units.
- **Maximum Junior/Community College Credit:** LAPU can award credit for a maximum of 70 units of junior college or two-year college work.