

- 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#: _____ Major: _____
 Address: _____
 Phone () - _____ Email: _____

Course was completed: ~~the~~ (semester/year)

OR

Course will be taken: ~~the~~ (semester/year)

Semester

Course Department/Number

Course Title

Units*

Quarter

School Name

Date course begins: ___ / ___ / ___ Date course ends: ___ / ___ / ___

This course will take the place of:

LAPU Course

Course Title

Units*

**Turn in completed form with attached course description and/or syllabus to the office of the LAPU Registrar.
The necessary signatures will be obtained for you.**

Approved Denied Program: _____ Date _____

Can this apply to all students? Yes No

Approved Denied Registrar's office: _____ Date _____

Comments: _____

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

- No upper division credit is given for courses taken at a community or junior college.
- Students must receive a grade of C- or better to receive transfer credit.

*Quarter units will be converted to semester units. LAPU gives 2 semester units for every 3 quarter units.
 *LAPU can give credit for no more than 70 units of junior or two-year college work

Registrar Use Only

Received: _____

Dept: Sent _____ Rec _____

Sent to student: _____