The student is responsible to know and follow all of APU’s academic policies as set forth in the current 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.
- 18 of the student’s final 24 units must be taken at APU.
- Quarter units will be converted to semester units. (APU gives 2 semester units for every 3 quarter units.)

Choose one option:
- I have already taken and completed this course: ____________________________ (semester/year)
- I will be taking this course: ____________________________ (semester/year)

What course did/will you take?

Course Department/Number: ____________________________
Course Title: ____________________________
APU Course: ____________________________
APU Course Title: ____________________________
# of Units: ____________________________
# of Units: ____________________________
School Name: ____________________________
School City & State: ____________________________
Was/Is this an online course? Yes No
Was/Is this a correspondence course? Yes No
Date course began/begins: ____________________________
Date course ended/ends: ____________________________

What requirement do you want this course to meet?
- General Education Core
- Major
- Minor
- Units only (Non-General Education Elective)

APU Course: ____________________________
APU Course Title: ____________________________
# of Units: ____________________________

Choose one option:
- Approved
- Denied
Dept Chair signature(s): ____________________________ Date: ____________________________
Can this apply to all students? Yes No
Dept Chair signature(s): ____________________________ Date: ____________________________
- Approved
- Denied
Registrar signature: ____________________________ Date: ____________________________

70 units max (community college)
90 units max (4 year university or combination)

Comments: ____________________________

OFFICE USE ONLY
RECEIVED: __________
DEPT: Sent ________ Rec ________ SENT TO STUDENT: ________

Revised 10/14