

ACTS

S E M I N A R I E S

TRANSFER CREDIT LETTER OF PERMISSION

Please Note: A \$5.00 fee is required upon submission of the Letter of Permission for processing. Separate Letters of Permission requests are required for each host institution. A maximum of 5 courses can be applied for per Letter of Permission request.

Student Name: _____ TWU ID: _____

Email: _____ Phone: _____

Address: _____

Program: _____ Program Director: _____

Host Institution: _____

Address: _____

Host Institution Course Details				
Please attach all syllabi in order for an evaluation to be made.				
Course Code	Course Title		Credits <small>(Semester Hours)</small>	ACTS Equivalent <small>(Office Use Only)</small>

Note to Student:

Permission may be granted for you to enroll in the courses indicated above, subject to the approval of the host institution and subject to the following understanding:

- **Upon completion of the course you must order an Official transcript to be sent to the Office of the Registrar for your credit to be finalized.** In order for a transcript to be considered official it MUST come directly from the host institution to TWU. Your copy or a copy sent by you will NOT be considered official.
- Transfer Credit will only be granted upon completion of the course with a grade of B or higher for each course, unless otherwise specified. Exceptions may apply.
- If you substitute or change enrolment in any of the above courses, you must contact the Registrar in writing.
- Under special circumstances, you may be granted permission to attend another institution concurrently with attendance at ACTS. The combined course load must remain within ACTS course load limits.
- Grades earned at other institutions will not be calculated into the ACTS GPA.
- **If official grades cannot be released to ACTS in time for the scheduled graduation date, your diploma will be withheld until it is resolved.**

Student Signature: _____ Date: _____

Office Use Only:

Date Rec'd: _____ Pmt Rec'd: _____ Initials: _____