



## A GUIDE TO TRANSFERRING CREDIT

### Questions?

Contact the Registrar's Office  
McClain Hall 104  
PHONE: 660-785-4143

FAX: 660-785-7396  
EMAIL: registrar@truman.edu  
WEBSITE: www.truman.edu/registrar

### If you are a current Truman student interested in transferring a course from another institution to Truman:

NOTE: You want to begin this process at least 4 weeks before you need to register. This will give you enough time to learn the transferability before payment is due to the transferring institution.

1. Determine the school you wish to attend and course(s) you wish to take. It may be helpful to view the course equivalency guides located on the Registrar's website.
2. Fill out the "Pre-Approval of Transfer Credit" form that can be found online or in the Registrar's office. (If you are planning on graduating soon after the course, be sure you know whether or not you need a waiver of the 28 hour residency requirement located at the bottom of the form.)
3. Attach a course description and turn the form in to the Registrar's Office. The course will then be evaluated to determine its equivalent. (On average, an evaluation may take up to 2 weeks. If your request requires consultation from the department (such as coursework being taken abroad or upper level/major coursework) it may take longer for your form to be processed.)
4. You will receive a copy of the signed form in the mail at the address you provide on the form.
5. Contact the school you wish to attend to enroll for the course.
6. Once you have completed the course, request that an official transcript with the final grade is sent to the Registrar's Office.

### Study Abroad

- If you are completing Study Abroad through an institution other than Truman, you will need to complete a "Pre-Approval of Transfer Credit."
- If you are completing Study Abroad through Truman and would like courses to count towards degree requirements, you will need to complete a substitution form.

### If you are an incoming freshman or transfer student:

#### Test Scores

1. Request that your scores (Advanced Placement, International Baccalaureate, or CLEP) be sent to Truman.
2. When Truman receives the scores, they will be added to your record according to the policy in place. (You can view the necessary scores and course equivalents on the Registrar's website under "Transferring Credit.")

#### College Credit (including dual credit)

1. Request to have an official transcript sent to Truman.
2. Once Truman receives the transcript, it is evaluated in the Registrar's Office. (On average, an evaluation may take up to 2 weeks. If your request requires consultation from the department (such as coursework being taken abroad or upper level/major coursework) it may take longer for your form to be processed.)

3. Eligible transfer work is added to the student's academic record. (You can review all transfer credit by viewing the unofficial transcript accessible through TruView.)
4. If you would like a transferred course to count for a requirement that it is not already fulfilling, you need to request this with a substitution. (See "Guide to the Substitution Process.")
5. If a course is not transferred that you believe is academically worthy and equivalent to a Truman course, you can bring more information (such as textbooks and syllabi) to the Registrar's Office for additional review.
6. The Registrar's Office and department will collaborate to determine if the course is eligible for transfer.
7. If your request is approved, your records will be updated to reflect the change.