



Office of the Registrar  
 Greenwood, South Carolina 29649  
 (864) 388-8398 FAX (864) 388-8028

LANDER UNIVERSITY

## COURSEWORK APPROVAL

Request permissions for  Summer School - Other Institution  CLEP  
 PEP  Correspondence  Proficiency Exam

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Major \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Term Work to be taken  Fall  Spring  Summer Year \_\_\_\_\_

Institution Offering Course(s) \_\_\_\_\_

**LIST COURSES TO BE TAKEN BELOW:**

Please refer to the "TRANSFER GUIDES" on Bearcat Web for previously evaluated courses. For courses not found, you must attach a course description from the appropriate institution.

Transfer:				Lander:		
Discipline	Number	Hours	Title	Discipline	Number	Hours
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Advanced Approval Required:**

\_\_\_\_\_  
 1) Student Date \_\_\_\_\_ 3) Department Chair of Proficiency Exam Date \_\_\_\_\_  
 (For Proficiency Exam Only)

\_\_\_\_\_  
 2) Advisor Date \_\_\_\_\_ 4) \*Office of the Registrar Date \_\_\_\_\_

The Office of the Registrar signature certifies that the student is in good academic standing at the date of signing.

**\*Approval granted by this form does not approve or waive the Lander University policies stated on page 2. Students and advisors must monitor these when reviewing the total academic record. This approval is valid one year from date of approval by the Office of the Registrar.**

\*The following policies apply to students who wish to study at other institutions and apply those hours to a Lander degree program:

1. Course taken at another institution cannot be used to improve the Lander grade point average.
2. A grade of “C” or better is required in a course in order for it to be considered for transfer to Lander.
3. Upon completion of course(s) at another institution, the student must request an official transcript to be sent to the Office of the Registrar, Lander University, Greenwood, SC,29649.
4. A maximum of 64 semester hours from a regionally accredited technical or two-year college will be accepted as credit toward graduation; a maximum of 93 hours from a regionally accredited four-year institution will be accepted as credit toward graduation\*.
5. For degree completion, at least 25% of the total semester credit hours must be earned through instruction by Lander University.

\*Approval granted does not waive these policies. Students and advisors must monitor the total academic record.

The following policies apply to students who wish to earn credit through advanced standing mechanisms (No student will be permitted to acquire more than 30 semester hours of credit through advanced standing mechanisms, except as stipulated under “transfer Credit for Registered Nurses” in the catalog):

1. Only baccalaureate degree students may earn credit at a level appropriate to their experience.
2. Students may not earn Lander credit for
  - a similar course in which they are currently enrolled, or
  - a course which they have audited, failed or passed, nor
  - sequential courses or two semester courses if they have already taken one of the courses, or
  - a repeat of a test not passed previously.
3. International students may not earn foreign language credit in their native tongue.
4. When credit is awarded, the student’s record will reflect a grade of “P”.