



**The College at  
Southeastern**

## Request to Transfer Credit

A currently enrolled C@SE student desiring to complete and transfer courses at another institution must have the advance approval of his/her Faculty Advisor, the Registrar, and the Dean of the College. Juniors and Seniors are not required to get a Faculty Advisor's signature.

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Hours completed: \_\_\_\_\_

**\*\*\*\*\* All Correspondence is Through SEBTS Email \*\*\*\*\***

Semester _____ Year _____			
Institution	Course # and Title	Credit	CSE Equivalence

“Except in extreme circumstances, students will not be permitted to enroll in transfer courses if the course in question is offered in the same term by The College at Southeastern.” (The College of Southeastern Catalog). Please provide a *detailed* rationale for your request and attach a course description of the course(s) in question:

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Faculty Advisor: \_\_\_\_\_ Registrar: \_\_\_\_\_

Dean of the College: \_\_\_\_\_ Date: \_\_\_\_\_