

PRINT AND COMPLETE THIS FORM. THEN, WHEN POSSIBLE, GET APPROPRIATE SIGNATURES BEFORE MAILING/BRINGING TO THE REGISTRAR'S OFFICE. MISSING SIGNATURES WILL DELAY REGISTRAR'S APPROVAL UNTIL THEY ARE OBTAINED.

NAME _____

E-MAIL _____

ADDRESS _____

PHONE _____

Credit Transfer Form

I REQUEST PERMISSION TO ENROLL AT: _____ (COLLEGE/UNIVERSITY)		DATE _____			
ADDRESS _____		STUDENT NUMBER _____			
LOCATION _____		MAY/JUNE/JULY	FALL	SPRING	YEAR

You need approval from the department chair and your academic advisor in advance to transfer any course taken at another college or university.

Credit for courses with grades of "C" or above transfer to Sonoran Desert Institute if you have completed the paperwork. Credit for courses with grades of "C-" or below transfer only if your cumulative GPA at the other school is 2.00 or above.

Credit cannot be awarded more than once for the same course. So if you passed a course at Sonoran Desert Institute, you will not receive credit for the same course taken elsewhere. Grades earned in transferred credit do not transfer and do not affect your Sonoran Desert Institute GPA.

After you've completed the course, please request that the college send an official transcript to:

Sonoran Desert Institute

Registrar's Office

10245 East Via Linda, Suite 110

Scottsdale, AZ 85258

480.314.2102 • Fax/480.314.2138

1ST COURSE	DEPARTMENT	COURSE NO.	COURSE TITLE			*CREDIT	
	SDI COURSE EQUIVALENT	DEPARTMENT AND COURSE NO.		COURSE TO BE APPLIED AS ↻	MAJOR REQ	GEN ED REQ	ELECTIVE
	SDI DEPARTMENT CHAIRPERSON SIGNATURE X					DATE	

2ND COURSE	DEPARTMENT	COURSE NO.	COURSE TITLE			*CREDIT	
	SDI COURSE EQUIVALENT	DEPARTMENT AND COURSE NO.		COURSE TO BE APPLIED AS ↻	MAJOR REQ	GEN ED REQ	ELECTIVE
	SDI DEPARTMENT CHAIRPERSON SIGNATURE X					DATE	

ACADEMIC ADVISOR SIGNATURE **X** _____ DATE _____

REGISTRAR SIGNATURE **X** _____ DATE _____

***PLEASE NOTE: If the course is a 3-credit class, it will transfer to Sonoran Desert Institute as 3 credits. Three-credit courses usually do not satisfy 4-credit Sonoran Desert Institute requirements. Quarter hours will be converted to semester hours; 1 quarter hr = 2/3 semester hr.**

Return this completed form to the Registrar's Office.