**DIRECTIONS:**

1. Enter all student information in **Section A**. Enter transfer course information into the Left Hand section of the box below. Read all agreement statements in **Section B**, and sign where indicated.
2. Return completed form to the Registrar’s Office.
3. Allow 24 to 48 hours for your chosen transfer course(s) to be evaluated.
4. Return to the Registrar’s Office to request a photocopy of your evaluated transfer courses.

**Section A:**

- **I:** ____________________________ am seeking permission to take the following course(s) during
- the ______ 20__ term at _______________________.
- (Name of Institution) (City) (State)

- My Major(s) is/are: ______________________________
- Class Level (circle one) FR SO JR SR

---

**TRANSFER INSTITUTION**

- Students: Complete this Left Hand section only
- **BAKER UNIVERSITY**
  - (Baker equivalency determined by Registrar’s Office)

<table>
<thead>
<tr>
<th>Crs #</th>
<th>COURSE TITLE</th>
<th>HRS</th>
<th>Crs #</th>
<th>COURSE TITLE</th>
<th>HRS</th>
<th>GEN ED</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ ~</td>
<td>~ ~ ~ ~ ~ ~ ~ ~</td>
<td>~ ~</td>
<td>~ ~</td>
<td>~ ~ ~ ~ ~ ~ ~</td>
<td>~ ~</td>
<td>~ ~</td>
</tr>
<tr>
<td>~ ~</td>
<td>~ ~ ~ ~ ~ ~ ~ ~</td>
<td>~ ~</td>
<td>~ ~</td>
<td>~ ~ ~ ~ ~ ~ ~</td>
<td>~ ~</td>
<td>~ ~</td>
</tr>
<tr>
<td>~ ~</td>
<td>~ ~ ~ ~ ~ ~ ~ ~</td>
<td>~ ~</td>
<td>~ ~</td>
<td>~ ~ ~ ~ ~ ~ ~</td>
<td>~ ~</td>
<td>~ ~</td>
</tr>
</tbody>
</table>

**Section B: Agreement Statements**

- To receive credit at Baker: After your course(s) is/are completed, you must request an official transcript to be sent to the Office of the Registrar at Baker University
  - If sending by mail: Baker University, Office of the Registrar, P.O. Box 65, Baldwin City, KS, 66006.
  - If sending electronically: The sending school must use a secure third party vendor (i.e.: Clearinghouse, Scriptsafe, Parchment). Electronic transcript must be sent to the following Baker email address: incoming.transcripts@bakeru.edu
- Students must obtain a “C-” or better for all transfer courses to be acceptable for credit at Baker University.
- No course work completed at other institutions (transfer work) is included in the calculation of your Baker G.P.A.
- Students must complete page 2 of this form (Request for Residency Waiver) if this course work is within the final 31 hours toward your degree. If this course work equals more than four hours of credit, this request will be reviewed by the Academic Standards and Enrollment Management (ASEM) Committee for final approval.
- Students planning on student teaching or a FT internship/practicum AND taking coursework from another institution during the same term must receive prior approval in writing from their major department chair in addition to completing a Request for Residency Waiver (page 2 of this form).

**I have read the above statements and by signing below, I acknowledge I am aware that I will not receive transfer credit unless all of the above conditions are met.**

- Student Signature: ____________________________
- Office of the Registrar Rec. Date: ________________

- Course Equivalency Approval by Registrar’s Office: ____________________________
- Date: ________________

**Course Equivalency Approval by Registrar’s Office:** ____________________________

**signature**
REQUEST FOR RESIDENCY WAIVER

Completion of this section is only required if the transferred course work falls within the final 31 hours toward your Baker degree.¹

Academic Residency Policy
In order to obtain an undergraduate degree from the CAS or SOE, the following criteria must be met:
1. A minimum of 31 credit hours of course work must be completed in residence at either CAS or SOE,
2. At least 27 of the total credit hours completed at either CAS or SOE must be at the upper-college level (numbered 300 or higher), and
3. The final 31 hours of course work applied toward the degree must be completed in residence at either CAS or SOE. However, a student may transfer up to four credit hours of work toward meeting the residency requirement without making special appeal. These transfer hours require prior approval by the Registrar’s office staff. Upper-level course work applied toward major requirements requires additional approval by the major department(s).

If the completion of the course work listed on page 1 of this form will occur within the last 31 hours of the total hours you will be applying toward your Baker degree and is not an approved study abroad experience, please provide the following additional information upon submission of this form.

Total credit hours being requested for Residency Waiver: ______________________

- If this coursework equals more than four hours of credit, this request will be reviewed by the Academic Standards and Enrollment Management (ASEM) Committee for final approval/denial to break the residency requirement.
- On a separate document, please type a clear and detailed explanation of the circumstances surrounding this request (e.g., why you need this course (i.e.: major/minor requirement, Gen Ed, personal choice, graduate school), why it was not previously completed, when and where you desire to enroll in the course(s).

Anticipated Graduation Date: _________________________ Major(s):________________________________

Academic Advisor Signature: __________________________________________ Date: ______________________

Does this course work include upper-level courses to be applied toward major requirements? If so, this request requires additional approval by the major department(s):

Department Chair Signature, if necessary: ____________________________ Date: ______________________

FOR OFFICE USE ONLY

(If applicable) ASEM Approval to Break Residency: (circle one) Approved Denied Date: ____________

¹ Students enrolled in an approved study abroad experience during their last 31 hours will be exempted from this component of the residency requirement and thus no Residency Waiver is required.