

**Eastern Nazarene College
Office of the Registrar**

Permission to Transfer Courses to Eastern Nazarene College

Student Name: _____ Date: _____

Class: _____ Major: _____ Major 2: _____

I request permission to take the following courses at:

_____ During the _____
(Accredited College or University) Semester/Term Year

Please read the following and sign your name indicating your consent.

1. I understand that I must provide the General Education Chair or Department Chair with a printed course description from the college catalog of the above institution and/or the course syllabus if requested.
2. I understand that this form must be signed by the Chair of General Education or a Department Chair before handing this in the Registrar's Office
3. I understand that I am to register for the course for credit. I **may not** audit the course or take the course pass/fail. Only those courses in which I earn a grade of C- or better are transferable
4. I also understand that I am to assume responsibility for requesting that an official transcript be sent directly to Eastern Nazarene College, Office of the Registrar, 23 East Elm Ave., Quincy, MA 02170 upon the satisfactory completion of the course.
5. Processing may take up to one week from the time that this form is received in the Registrar's Office.

Student Signature, acknowledging consent to the directions listed above.

1) _____
Course # Transfer College Course Title Credits

Substitute for ENC Course: _____
Course # Course Title

Approved _____
 Denied Chair of General Education or Department Chair for student's major

2) _____
Course # Transfer College Course Title Credits

Substitute for ENC Course: _____
Course # Course Title

Approved _____
 Denied Chair of General Education or Department Chair for student's major

For general education courses you must obtain the signature of the Chair of the General Education Department. For courses within your major you must obtain the signature of the Department Chair.

Please return the completed form to the Registrar's Office.