



## Approval of Transfer Courses and Course Substitutions

Students are required to use this form to secure approval of any courses intended to substitute for a course listed as a requirement on an NOC degree sheet. The course may be one taken prior to or during enrollment at NOC and transferred in or taken at NOC as an equivalent to a course not offered during the term needed.

<b>PART I General Information</b> <i>(This section is to be completed by the student. All fields are required.)</i>							
<b>STUDENT NAME:</b>				<b>ID#:</b>			
<b>STUDENT STATUS:</b>	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<b>E-MAIL:</b>				
<b>SEMESTER HOURS:</b>	Completed at NOC:				In Progress:		
<b>COURSE INFO:</b>				<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year
	<b>Name of Transfer Institution</b>			<b>Term course(s) to be taken</b>			

Transfer Institution Information				Course Equivalent at NOC		
Course Number	Course Title	Credit Hours	Course Approved	Course Number	Course Title <i>(If no equivalent, indicate curricular requirement to be met.)</i>	Credit Hours
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
					<b>Note: A separate form is required for each term.</b>	
Student Signature			Date			

<b>PART II Division Chair Approval</b> <i>(Student is responsible for obtaining the Division Chair's signature for academic approval.)</i>			
<i>I approve that the courses indicated above, totaling _____ semester hours and assuming the required grade, will be transferable to Northern Oklahoma College as the equivalent Northern course/requirement indicated above.</i>			
Division Chair Signature		Date	<b>"C" or better required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART III Office of the Registrar</b> <i>(Student is responsible for submitting form to the Office of the Registrar.)</i>		
<i>Upon approval by the academic advisor and after review of the student's transcript, I approve the transfer of credit as stated above. (Note: If the official is unable to approve the request, the student and advisor will be notified.)</i>		
Office of the Registrar Official Signature	Date	