



**Office of Enrollment Services
ADDITIONAL CREDIT REQUEST FORM**

Date Completed: _____ Date Received in Registrar's Office _____

Student Name: _____ Student ID No _____

Curriculum: _____ E-Mail Address _____

Home Phone: _____ Business Phone: _____

Previous Institution: _____ Dates of Previous Term _____

ADDITIONAL CREDIT GUIDELINES:

Please refer to the policy in the current undergraduate catalog in the Academic Regulations section regarding enrollment at other institutions. Please note that students may not request Additional Credit for courses that have been previously denied Guest Credit. **In addition, students should allow one month for the processing of this request.**

Students must complete this form in its entirety, including specific course numbers from both LTU and the previous institution. Further, students must submit the course descriptions for the courses from the previous institution. Students must attach a separate letter specifying in detail the reason for their request. Failure to complete this form entirely will result in a delay in the processing. **The form will be returned to the student for the missing additional information.**

If approved, the additional credit course(s) must have a grade of C or better to transfer back to LTU. It is important to note that only the credit will appear as transfer back at LTU and not the grade. Credit granted from previous coursework may not be used toward any grade point average recalculation at LTU.

Once the student has submitted this form, it will be reviewed by the Credit Review Committee composed of the Registrar, the Director of Admissions and representatives from each of the University's Colleges.

A letter will be mailed to each student outlining the approval or denial and rationale for the decision. Appeals to denial decisions must be made in writing to the Associate Provost.

Previous Institution Course Number & Title	Credit Hours at Previous Institution	LTU Course Number & Title	Credit Hours at LTU	Approval/Denial from Credit Review Committee

Student Signature _____ Date _____