

College of Agriculture

Request to Transfer External Coursework to K-State During Final Semester

This form should be submitted the semester prior to the semester you plan to graduate

Name: _____ Date: _____

Wildcat ID # _____ Email _____

Primary Major: _____
Select your major from the drop-down menu

Primary Academic Advisor: _____

Semester Applying to Graduate: Fall Spring Summer 20_____

Course Requesting to Take Elsewhere: _____

Course Prefix Course Number Course Title Credit Hours

Transfer Institution: _____
Name of Institution City State

Start Date of Class: ____/____/20____ End Date of Class: ____/____/20____

Course Transfers to K-State as: _____

Course Prefix Course Number Course Title

If unsure, check on the transfer equivalency page at: <https://go.k-state.edu/#/equiv>

Is the course listed above offered at K-State the semester you plan to graduate? YES NO

If no, when was the last time the course was offered at K-State? _____ 20____
Term

Will you still meet the Kansas Board of Regents Requirement of 20 of your last 30 hours being completed at K-State?

Check One: YES NO

Will you still be within the maximum number of transfer hours allowed toward your degree from 2 year institutions?

Check One: YES NO

What is your reason for not taking the course at K-State?

Advisor Comments:

Student's Signature and Date: _____ ____/____/20____

Advisor's Signature and Date: _____ ____/____/20____

Dean's Signature and Date: _____ ____/____/20____

It takes time to review each request, so do not assume your request will be granted. Take whatever actions are necessary in the event your request may be denied. Requests generally take 7-10 business days.

You will be notified via email when a decision has been made in regards to your request being denied or tentatively approved. If tentatively approved, you will need to send proof of enrollment. This can be provided through an unofficial or official transcript. Once proof of enrollment has been confirmed you will receive an email letting you know of final approval of your request.