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: Circle One

AGBUS  AGEC  AED  ATM  ACJ  AGRON  ASI

BSM  FSM  MSM  FDSCI  HRT  PMC  WLOEM

Primary Academic Advisor: __________________________________________________

Semester Applying to Graduate: Fall  Spring  Summer  20______

Course Requesting to Take Elsewhere: _______________________________________________________

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Transfer Institution: ______________________________________________________________________

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<tr>
<th>Name of Institution</th>
<th>City</th>
<th>State</th>
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Start Date of Class: _____/_____/20____ End Date of Class: _____/_____/20____

Course Transfers to K-State as: _______________________________________________________________

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? Circle One: YES  NO

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

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.