

**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: \_\_\_\_\_  
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?  
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.