



A King University student wishing to take courses at other institutions for credit must have authorization from the Office of Registration and Records. If the course is in the major discipline, students must have authorization from both the academic program coordinator for the major and the Office of Registration and Records.

The *Authorization to Take Courses at Another University* form and a catalog course description of the course the student wants to take are required. A course syllabus may also be needed before the request is approved.

Approved courses transferred back to King will not add quality points, so such courses may not be used to raise the cumulative GPA at King. Courses for which a student has not received prior approval may not be accepted by King University.

King University will grant semester hour equivalence only for transfer work of C- or better, and only work with grades of C- or better will be applied toward graduation requirements. Courses with grades below C- will not transfer. Specific academic schools or programs might have higher grade requirements.

Authorization to take courses at another institution must be submitted at least 10 days prior to the beginning of the course at the other institution.

Taking courses at another institution is not advised in the graduation semester and may cause a delay of one semester in the conferral of the degree. Students taking courses from another institution within their graduation semester need to be aware that grades for such courses are due on the Wednesday prior to the end of the term by 5:00 pm. Failure to meet this deadline could not only hold up conferral of the degree but also the release of transcripts. Students are responsible for making arrangements with professors at other institutions to complete course requirements early if that is necessary in order to meet the King University deadline.

Bachelor's Degree students must complete 67% of coursework in their major at King, and a minimum of 48 of the 124 semester hours required for graduation must be earned at King University. Associate of Arts students must complete at least 24 semester hours, including the five required courses, at King.