Taking Courses at Other Institutions

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 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.

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 date for conferral of the degree by 5:00 pm. Failure to meet this deadline could hold up conferral of the degree and release of diplomas and/or transcripts. Students are responsible for making arrangements with professors at other institutions to complete course requirements early in order to meet the King University deadline.

Students must complete 67% of coursework in their major at King, and a minimum of 48 of the 124 hours required for graduation must be earned at King University.