

## Current McKendree students transferring credit back to McKendree:

Students must complete an **Application for Transfer Credit** before taking the class and read the following:

1. The student is responsible for having official transcripts sent to McKendree University as soon as the coursework is complete. No credit will be posted until official transcripts have been received.
2. The student must earn a grade of "C" or better. Classes graded as Audit or Pass/Fail will not be considered for transfer. Letter grades earned at other institutions are not used in calculating a student's grade point average at McKendree University
3. No more than 90 hours may be transferred
4. The last 30 hours of instruction must be taken at McKendree. If a student wishes to transfer hours in during their last 30 hours they must complete an Academic Waiver for the residence requirement for approval.

**PLEASE NOTE: Students may only take classes to transfer back to McKendree during the summer term. To take classes at another institution during the school year students must complete an Academic Waiver.**

The Application for Transfer Credit can be found here:

<http://www.mckendree.edu/offices/academic-records/forms/index.php>