

LIBERTY UNIVERSITY | ONLINE ACADEMY

Affiliate School Transfer Credit Form

Submit this form to have a course considered for transfer credit. Please submit a separate form for each course under consideration.

Affiliate School Name

Official Course Title

Academic School Year

LUOA Corresponding Course

Instructional Hours

Total Hours

Start Date

End Date

Course Duration

- Semester (1/2 credit = 75 hrs instruction)
- Full Year (1 credit = 150 hrs instruction)

Documents Required Prior to Approval

See end of form for adding information.

- Course Description
- Scope and Sequence (Detailed sequence of content covered)
- Curriculum or Textbook Used (Include ISBN or URL)
- Planned Method of Evaluation (Lists of tests, quizzes, labs, performances, etc.)

Documents Required Upon Course Completion

- Sample Submissions from Planned Method of Evaluation (5 for 1/2 credit; 10 for 1 credit)
- Log of Instructional Hours (To include date and duration of each sessions)
- Transcript from Institution (Including final grade)

Please sign this form by typing your name and date in the space provided to signify that all information is accurate.

School Representative Signature

Date

FOR OFFICIAL LUOA USE ONLY

Request for Approval

- Approved
- Denied

For Number of Credits

Comments/Notes:

Authorized LUOA Signature

Date

DOCUMENTS REQUIRED PRIOR TO APPROVAL

Course Description

Please include a complete description of the course material which can be copied from website or from curriculum provider. Also include the textbook or curriculum (with ISBN or URL).

Scope and Sequence

This can be provided in a separate Word document or PDF. This should include a list of topics and methods of assessment.

Planned Method of Evaluation

Please provide a list of comprehensive exams, projects, lab reports, or papers the student will complete during the course. Be sure to save examples as you will need to provide these for receive LUOA credit at the end of the term.