



College for Financial Planning[®]

EDUCATING THE NATION'S TOP FINANCIAL ADVISORSSM

LUTCF Transfer of Course Credit Policy

You may be able to transfer courses from other programs and other institutions into programs with the College for Financial Planning if certain requirements are met. Use the following information to decide if you will apply for transfer of course credit.

You are responsible for:

1. Completing and submitting the Transfer of Course Credit Petition form with the course(s) to be transferred clearly indicated.
2. Providing official transcripts supporting your Transfer of Course Credit Petition. Official transcripts must 1) be received by the College directly from the institution where your courses were taken, 2) bear the raised seal or other authentication mark of the issuing institution, 3) include a recent date of issue, 4) be signed by the Registrar or other school official, and 5) show no evidence of alteration or falsification (transcripts marked unofficial or issued to student are not accepted). Official transcripts must be mailed directly to:

Office of the Registrar
College for Financial Planning
9000 E. Nichols Ave., Suite 200
Centennial, CO 80112

3. Purchasing remaining courses for a program if your transfer credit is approved.

The College for Financial Planning is responsible for:

1. Evaluating only the course(s) included on the Transfer of Course Credit Petition.
2. Asking for additional information, if necessary, to determine transferability of a course.

Transfer Course Credit Guidelines

All petitions are individually approved by the Transfer of Credit Committee and the decision of the Transfer of Credit Committee is final.

- Work, life experience, and licenses are not considered by the Transfer of Credit Committee.
- Course(s) to be transferred must have been completed at a regionally accredited institution within the last 10 years.
- A maximum of two courses may be transferred and must have been completed with a grade of C or higher.
- Transfer of credit will not be awarded and will not replace previously taken examinations and grades already in place at the College.

LUTCF Transfer of Course Credit Petition

You may fax your completed LUTCF Transfer of Course Credit Petition to **602-824-6841** or email this to **CFFP_Registrar@cffp.edu**. Your petition will be presented to the Transfer of Credit Committee only after your official transcripts supporting your petition are received.

Personal Information

Name _____ Student ID (if available) _____

Company _____

Home Address Business Address

Address _____

City _____ State _____ Zip Code _____

Primary Phone _____ Primary e-mail _____

Alternate Phone _____

Agreement & Signature

I understand all information provided will be reviewed by the Transfer of Credit Committee or its designee, and that the decision of the committee is final. It is my responsibility to provide additional information if it is requested. I attest to the truth and accuracy of the information contained in this transfer petition. If my course credit transfer is accepted, I will not hold the College for Financial Planning responsible for my failure on any subsequent examination(s).

Signature _____ Date _____

College Use

Approved by Signature _____ Date _____