



Fox Institute
1120 ½ Pine Street
Boulder, CO 80302
720-880-FICS
FoxInstitute-CS.org
Registrar@foxinstitute-cs.org

Transfer of Courses

Students may petition the Admissions Office to review courses they have taken at other schools to determine if they count toward their FICS certificate and degree requirements. Each case will be reviewed on an individual basis.

Courses to be transferred are required have a pedagogy related to the Fox Institute's which includes academic course work in addition to full engagement with a contemplative and experiential component. A shared pedagogy is recognized with the prior University of Creation Spirituality and Wisdom University.

A minimum of three courses taken at FICS are required to graduate from FICS.

A note to UCS students: While the FICS requirements are often similar to UCS, they are not identical; it is obligatory to meet the FICS requirements.

Criteria:

- Only courses that demonstrate equivalency are acceptable
- Transfer courses will be granted only for courses completed with a grade of B/80% or better
- Courses taken as audit are not accepted for transfer
- All transfers are reviewed and approved by the Admissions Office

Petition to Transfer Courses

Download the *Petition to Transfer Course Form*. Submit the completed form and other requirements by email to registrar@Fox-Institute-cs.org, or mail to: Admissions Office, Fox Institute, 1120 1/2 Pine Street, Boulder, CO 30302.

Please submit all the required materials together. Thank you.

All required documents are needed before the petition can be processed.



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**FOX INSTITUTE
 PETITION TO TRANSFER COURSE FORM**

 Last Name First Name Middle Name () Telephone

 Street Address City State Zip Code

 Email Address

Institution where course was completed _____

Total Number of Anticipated Courses to be Transferred _____

List Course(s) you wish to transfer: **

Please submit the following documentation with this form:

1. Submit official (sealed) transcripts showing completion of the course(s) you wish to transfer
2. A course description and syllabus for each course
3. **Create a document that reviews the following for each course you wish to transfer:
 - a. Note the corresponding equivalent FICS course
 - b. Summarize how this course is equivalent to the FICS course
4. Make payment for the non-refundable Transfer Evaluation Fee of \$250 per petition (no matter how many classes)
 - a. Pay on-line at My FICS Forms (under the Admissions tab) or by check. Make checks payable to the Fox Institute.
 - b. Mail to: Registrar, Fox Institute, 1120 1/2 Pine Street, Boulder, CO 80302
5. Please submit all the materials together. All required documents are needed before the petition can be processed.

Student Signature: _____ Date: _____

For Fox Institute Official Use Only -	Payment Type/Date Check # if applicable	Amount \$
Courses Approved:		
Approved by:		Date:
Registrar's Signature:		Date: