

Transfer Credits Calculation Worksheet

Steps:

1. Confirm you have completed Preparation Steps 2 and 3 on the [Transfer Credit Evaluation](#) website page.
2. Determine whether the courses on each transcript were completed in a semester, quarter, or unit system.
3. Record each institution in the appropriate table below. Then count the number of earned credits from each institution, skipping over crossed-out courses. Record the total in the Credits column to the right of the institution.
4. In the Semester System table below, record each exam company (AP, CLEP, DSST, ACTFL, IB) from which you passed at least one exam.
5. Record the total number of "Credits Granted" from passed exams in the Semester System table below, referencing the applicable [Credit by Exam](#) guide(s).
6. Fill in the orange boxes below the three tables.

Semester System:

University Name or Exam Company	Credits

Total Credits: x 1 = (a)

Quarter System:

University Name	Credits

Total Credits: x 0.6667 = (b)

Unit System (used by Gustavus Adolphus and St. Olaf):

University Name	Credits

Total Credits: x 4 = (c)

Grand Total (a) + (b) + (c):

The **Grand Total** is the number of transfer credits that Augsburg will grant you if your unofficial evaluation is accurate.