

## Course Transfer Request for Enrolled Undergraduate Students

To ensure proper placement of transfer credits taken at another institution, students enrolled at Clarion University are strongly encouraged to request written permission from their college dean to take courses at another institution for transfer back to Clarion.

\*Please note: Graduate students are not permitted to use this form.

<p><b>Students should follow the steps below:</b></p> <ol style="list-style-type: none"> <li>1. Student provides course catalog description(s) from the transferring institution to accompany this request. Course equivalency information is available to students &amp; faculty on <a href="http://www.pacollegetransfer.com">www.pacollegetransfer.com</a></li> <li>2. The college dean submits the completed form to the Office of the Registrar (148 Becht Hall). Students should verify that this is approved <i>prior</i> to registering for the course that is to be transferred.</li> <li>3. Once courses are completed, the student must request the transferring institution send an <b>official sealed transcript</b> directly to Clarion University, Office of the Registrar, 840 Wood Street, Clarion University, Clarion, PA 16214.</li> </ol>	<p><b>Students should be aware of the following:</b></p> <p><i>Clarion's transfer policy</i></p> <ol style="list-style-type: none"> <li>1. We will accept all undergraduate courses earned with a C or better from regionally accredited colleges except developmental/remedial courses.</li> <li>2. Credits are transferable, but grades and quality points are not.</li> <li>3. Grades and quality points for courses taken elsewhere do not transfer and <b>cannot be used as repeats for grades</b> previously earned at Clarion.</li> <li>4. A minimum of 30 of the last 60 credits required for graduation with a baccalaureate degree must be taken through Clarion University. At least fifty percent of major credits must be earned through Clarion.</li> </ol>
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**For questions please contact the Office of your College Dean**

Name \_\_\_\_\_ Clarion ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ E-mail \_\_\_\_\_ Major \_\_\_\_\_

Advisor Name \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

<p>Transferring Term _____</p> <p>Transferring Institution _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Subject/Catalog#</th> <th style="width: 45%;">Course Title</th> <th style="width: 15%;">Qtr Hrs*</th> <th style="width: 25%;">Sem Cr</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p><b>*Qtr credits will be converted to semester credits by multiplying by 2/3</b></p>	Subject/Catalog#	Course Title	Qtr Hrs*	Sem Cr	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p>Clarion Equivalents (Check equivalency on <a href="http://www.pacollegetransfer.com">www.pacollegetransfer.com</a>) <b>If no equivalency, Department Chair of course must initial for approval</b> _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Course No.</th> <th style="width: 40%;">Course Title</th> <th style="width: 30%;">Sem Cr</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Course No.	Course Title	Sem Cr	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Notes: \_\_\_\_\_

### Approvals

*Before signing to approve course equivalency verify that the request is valid.*

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Department Chair Signature of Student's Major Date

\_\_\_\_\_  
College Dean Signature of Student's Major Date

### PLEASE NOTE:

Upon course completion, student must request the transferring institution send an **official sealed transcript** directly to Clarion University, Office of the Registrar, 840 Wood Street, Clarion, PA 16214.

\*\*The Registrar's Office will submit a copy of your completed form to the Student Financial Services Office. If you wish to have your eligibility for federal financial aid, including loans, reviewed, you will need to provide additional documentation to the Student Financial Services Office, such as a copy of the bill for the courses you are taking at another institution.\*\*