

Course Transfer Request for Enrolled Students - Clarion University of Pennsylvania

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. Students should follow the steps below.

1. Student provides course catalog description(s) from the transferring institution to accompany this request.
2. Student obtains signatures of approval from advisor, department chair and the college dean. Transfer credits that are applied toward a specific major must be approved by the appropriate college dean or director and the department chair of the academic area in which the degree is to be granted.
3. The college dean submits the completed form to the Office of the Registrar (122 Carrier). Students should verify that this is done *prior* to registering for the course that is to be transferred.
4. Once courses are completed, the student must send an official sealed transcript from the transferring institution directly to the Office of the Registrar, 122 Carrier Hall, Clarion University, Clarion, PA, 16214.

Students should be aware of the following:

1. Clarion University will accept transfer courses (except remedial/developmental) from regionally accredited two- and four-year institutions that are a grade of "C" or better. All courses transferred must be recognized in content and quality.
2. Credits are transferable, but grades and quality points are not.
3. Grades and quality points for courses taken elsewhere do not transfer and cannot be used as **repeats for grades** previously earned at Clarion.
4. A minimum of 45 of the last 64 credits required for graduation with a baccalaureate degree must be taken in residence at Clarion University.

For questions please contact the Office of your College Dean

College of Arts and Sciences	814-393-2225	Division of Graduate Studies	814-393-2337
College of Business Administration	814-393-2600	School of Nursing & Allied Health	814-676-6591
College of Education & Human Services	814-393-2146	Department of Applied Technology	814-676-6591

Name: _____

Clarion ID#: _____ Date: _____

Current Address: _____ Major: _____

_____ Advisor Name: _____

_____ Transferring Institution: _____

Telephone Number: _____ Transferring Term: _____

Transferring Institution				Clarion Equivalent Course		
Course Number	Title:	Credits:		Course Number	Title:	Credits:
		Quarter	Semester			Semester
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Quarter credits will be converted to semester credits by multiplying by 2/3.

Reason for Request: _____

Advisor	Date	Department Chair of Student's Major	Date	College Dean of Student's Major	Date
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