

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>Students should follow the steps below:</p> <ol style="list-style-type: none"> 1. Student provides course catalog description(s) from the transferring institution to accompany this request. Course equivalency information is available to students & faculty on www.pacollege-transfer.com 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. 3. Once courses are completed, the student must request the transferring institution send an official sealed transcript directly to Clarion University, Office of the Registrar, 840 Wood Street, Clarion University, Clarion, PA 16214. 	<p>Students should be aware of the following:</p> <p><i>Clarion's transfer policy</i></p> <ol style="list-style-type: none"> 1. We will accept all undergraduate courses earned with a C or better from regionally accredited colleges except developmental/remedial courses. 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 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.
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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 _____

Transferring Term _____				Clarion Equivalents		
Transferring Institution _____				(Check equivalency on www.pacollege-transfer.com)		
				If no equivalency, Dept. Chair of course must initial for approval _____		
Subject/Catalog#	Course Title	Qtr Hrs*	Sem Cr	Course No.	Course Title	Sem Cr
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*Qtr credits will be converted to semester credits by multiplying by 2/3

Notes: _____

Approvals

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

Advisor Date

Department Chair of Student's Major Date

College Dean 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.