

Name: _____ Student ID Number: _____
Last First Initial

Address: _____
Street City State Zip

Telephone: _____ Email: _____
Area Code

I request permission to take the following course(s) from: _____
Name of University/College

During the period: _____ (semester or summer session date) Clarion Graduate Program: _____

Transferring Institution

Clarion Equivalent Course

(to be completed by graduate program coordinator)

Course Number	Title	Semester Hours of Credit	Course Number	Title	Semester Hours of Credit

Reason for request: _____

Student signature: _____ Date: _____

Approvals (for permission to enroll in above courses):

	Approved	Not Approved	Date
Advisor's Signature	_____	_____	_____
Graduate Program Coordinator's Signature	_____	_____	_____
Department Chair's Signature	_____	_____	_____

Advisor's Signature

Graduate Program Coordinator's Signature

Department Chair's Signature

Final approval (after receipt of official transcript/grades):

College Dean's Signature _____ Date: _____
Sent to Registrar's Office

See Instructions on Reverse Side

Guidelines and Instructions for Transfer of Graduate Credit
(effective January 2005)

Clarion University of Pennsylvania accepts transfer credits from other regionally-accredited institutions for coursework of higher academic caliber in accepted fields of study. Certain guidelines have been established, however, to provide uniformity of transfer standards:

1. The transferring institution must be accredited.
2. The course(s) taken must be recognized in content and quality as similar to the curriculum approved for academic credit by the Clarion University Faculty Senate. The credits must be capable of counting toward a graduate degree at the sponsoring institution. In addition, the coursework cannot have been applied toward a completed degree at any university.
3. Transfer credits which duplicate coursework previously completed will not be accepted unless the intent is to satisfy a competency. Transfer credits do not alter grades or the grade-point average (GPA) at Clarion University. All transfer credits will be calculated in semester hours.
4. The student must earn a minimum grade of "B" (grade-point average of 3.0) in the course in order for the credits to be accepted in transfer at Clarion University. A course with a grade of "B" or lower that does not calculate to a 3.0 grade-point average for that course will not be accepted in transfer. "Pass/Fail" grades will not be accepted for transfer. Workshop courses are not transferable to Clarion University. Courses must be certified as "graduate" level on the official transcript.
5. The proposed transfer credit must not be more than six years old at the time of completion of the degree program at Clarion University.
6. The student applying for transfer credit must provide:
 - a. A complete description of the intended transfer course(s), usually through a current catalog.
 - b. The syllabus of the course for which they are requesting transfer credit.
 - c. Assurances through a review by the chairperson of the student's major that the proposed course(s) will meet the appropriate need.
 - d. An official transcript for all completed work from the transferring institution directly to the Registrar's Office, Clarion University of Pennsylvania, 840 Wood Street, Clarion, PA 16214.

A Clarion University student contemplating transfer of credits from another institution should complete this form as soon as the needed information is available and obtain prior approval. An official approval guaranteeing transfer credit will be given only when the necessary information has been approved. The College Dean may deny a student permission to transfer credit when the course is judged to be outdated or inappropriate, or if the proper procedure has not been followed. Under extenuating circumstances, the College Dean in consultation with the appropriate department/program chair, may grant exceptions to these printed guidelines.

Clarion University believes transfer credit should be only part of a planned program of study, and that authorization for transfer should be based on this plan and not on student convenience.

If you have further questions, please contact the Registrar's Office.

See Form on Reverse Side