

TRANSFER CREDIT APPROVAL FORM

Registrar's Office – Lock Haven University – Lock Haven PA 17745

CAREFULLY READ DIRECTIONS AND GUIDELINES ON PAGE 2 OF THIS FORM

Semester/Session _____ and Year _____ course will be taken

Complete *a separate form for each course* for which you are requesting transfer approval AND *include a course description* (from the other college/university) for the transfer course.

NAME AND ADDRESS OF OTHER COLLEGE/UNIVERSITY

Name:
Address:

If the above university is one of the following PA State System of Higher Education universities and you want to **transfer both the credits and the grade** back to LHU, you must also complete the [Visiting Student form](#). If the [Visiting Student](#) form is not completed, you may not elect to transfer the grade later. The *Transfer Credit Approval* form and the [Visiting Student form](#) must be submitted at the same time, prior to taking the course. Bloomsburg, California of PA, Cheney, Clarion, East Stroudsburg, Edinboro, IUP, Kutztown, Mansfield, Millersville, Shippensburg, Slippery Rock, West Chester

COURSE NUMBER, TITLE, & CREDIT HOURS	COMPARABLE COURSE NUMBER, TITLE & CREDIT HOURS AT LHU*

*For preliminary transfer equivalency, go to LHU's [Transfer Course Equivalency Database](#). Simply choose one of the tabs for your search option. Not all transfer equivalencies will be found here; the transfer equivalency is approved only upon securing all required signatures on this form.

REASON FOR MAKING REQUEST

Important policies related to transfer credit: You should review the Graduation Residency Requirements and Transfer Credit Policy in the University catalog at www.lhup.edu/catalog.

STUDENT INFORMATION

Name (Printed)	Signature
LHU Student ID#	Major & Concentration
Address	
Phone Number ()	Cell Phone Number ()

A copy of this form will be sent to your @lhup.edu email address. If you are not currently enrolled at LHU, please provide a valid email address.

REQUIRED SIGNATURES FOR APPROVAL

Signature-Chair of Academic Department (or designee) in which course is offered at LHU - recommend course transfer	Date
Signature-Academic Advisor - recommend appropriateness of course toward degree requirements-FOR INFORMATION ONLY	Date
Signature-Major Dept Chairperson - recommend appropriateness of course toward degree requirements	Date
Signature-Registrar or Designee – file in student's official folder	Date

Registrar's Office Use
<input type="checkbox"/> Update equivalency table <input type="checkbox"/> Add to equivalency table <input type="checkbox"/> Equivalency table OK
Updated 05/09/2013

DIRECTIONS AND GUIDELINES FOR TRANSFER CREDIT

Carefully read and follow the directions and guidelines for requesting transfer credit approval.

Important policies related to transfer credit: Graduation Residency Requirements and Transfer Credit Policy
Go to www.lhup.edu/catalog for these policies.

Please include a course description (from the other college/university) for each course you include on your approval form.

Guidelines

1. Students wishing to take courses at another regionally accredited college/university for transfer credit are to use the permission form to secure approval before enrollment.
2. Students must include a course description (from the other college/university) for the course you include on your approval form.
3. Students taking approved classes elsewhere are to request that an official transcript of credit for work completed be sent to Office of the Registrar, Lock Haven University, Lock Haven, PA 17745. Only courses in which a grade of "C" or higher is earned will transfer.
4. Transfer grades (*exception when using the [Visiting Student Program](#)*) are not included in the computation of grade point averages but are used to determine total hours attempted for the Probation/Retention policy. PASSED ("D" OR BETTER) LHU COURSES MAY NOT BE REPEATED ELSEWHERE. ONLY NEW COURSEWORK AND FAILED ("E" GRADES) LHU COURSES WILL TRANSFER.

When using the [Visiting Student Program](#), all grades, passing grades and failing grades, received at the other institution will come back to LHU. Once the Visiting Student form is approved, students may not ask to revoke the approval.

5. It will be the responsibility of the student to complete and secure the necessary approvals.
6. The completed approval form will be placed in the student's academic file.
7. Students requiring a statement of good standing and approval to take transfer work for another institution must be off probation and currently enrolled at Lock Haven University.

Directions

1. Enter year and session.
2. Complete name and mailing address of other institution.
3. Complete course number, title and semester hours of credit for both institutions.
4. Reason: specify general education, major requirement, etc. Identify if a repeat or substitute classes. LHU "D" or higher grades may not be repeated elsewhere.
5. Sign name, type or print name with address during off-campus period.
6. Be sure to list your Major and Concentration (if appropriate)
7. Obtain the required signatures.
8. Approval required by the Registrar.