

INSTRUCTIONS FOR PERMISSION TO TRANSFER CREDIT FORM

Before taking any course for transfer credit, students should follow the steps below. Correctly completing each step in the process is students' assurance of transfer credit upon successful completion of courses in which a grade of "C" or better is earned (PASS/FAIL courses are not eligible for transfer credit). Failure to complete the following steps will result in a denial of transfer credit.

- Step 1: Consult with the Registrar's Office to determine if an articulation agreement or other arrangement exists for the course(s) you wish to transfer.
- Step 2: Obtain a course description with all supporting documents, including a syllabus.
- Step 3: Meet with your academic advisor to discuss the impact of transfer credit on major and LAC. Obtain advisor's signature.
- Step 4: Deliver course description, related documents, and Permission to Transfer Credit form complete with advisor's signature to the chair of the department that offers the equivalent Cedar Crest course ("Philosophy 101," for example, should be submitted to the Humanities Chair). **Provided all documentation is submitted (syllabus, etc.), the Department Chair will render a decision typically within 5-7 working days.**
- Step 5: Return the completed Permission to Transfer Credit form to the Registrar's Office.
- Step 6: Upon successful completion of the course(s), it is your responsibility to request an official transcript of your work. The transcript should be sent to Registrar's Office, Cedar Crest College, 100 College Drive, Allentown, PA 18104.

In addition to completing the steps above, please be aware of the following information:

- Students must reapply for permission to transfer credit if the course is not completed during the semester indicated on the application form.
- Academic work completed at an institution outside the LVAIC system is transferable for credit but **not quality points. The grade will not be computed into the cumulative average.**
- A **maximum of 18 transferred credits** will be accepted once a student is matriculated, provided the maximum number of allowable transfer credits has not been exceeded. Please consult with the Registrar's Office.
- Students will **NOT** be eligible for financial aid or loans for credit taken at institutions outside of the LVAIC system.
- Students' advisor(s) and the department chairperson reserve the right to deny any request for credit transfer.
- Students must be in good financial standing at Cedar Crest College in order to transfer credit.

Be sure to read and follow the instructions on page one prior to completing this form.

CEDAR CREST COLLEGE

OFFICE OF THE REGISTRAR

PERMISSION TO TRANSFER CREDIT

Name: _____ ID#: _____

Class: _____ Major: _____ Semester of Attendance: _____

Name of Institution: _____

Address of Institution: _____

Reason for Attending: _____

Are you taking any of the courses to satisfy major or general education distribution requirements? If so, please list "MAJOR" or the appropriate liberal arts designation (HUM, WRI2, ART, MAT, SCI, etc.).

Dept. & Course #	Course Title	Credit(s)	Major or LAC Designation	*Approval of Dept. Chairperson

*Department Chairperson(s) at Cedar Crest College in whose department the course would be offered.

Student's Signature: _____ Date: _____

Prior Transfer Credits: Two Year: _____ Four Year: _____

Matriculation Date: _____ Number of credits transferred after matriculation: _____

Advisor's Signature: _____ Date: _____

Registrar's Signature: _____ Date: _____