

## 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 (effective Fall 2023). PASS/FAIL courses are not eligible for transfer credit. Failure to complete the following steps will result in possible denial of request.

1. Meet with your academic advisor to discuss the impact of transfer credit on major and LAC requirements. Obtain advisor's signature.
2. Obtain a course description with all supporting documents, including a syllabus and deliver with 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.**
3. Return the completed Permission to Transfer Credit Form to the Registrar's Office for final approval.
4. 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 the Registrar's Office, Cedar Crest College, 100 College Drive, Allentown PA 18104 or registrar@cedarcrest.edu.

**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 **only**, not grades. 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 may transfer in a **maximum of 4 credits** within their last 30 credits prior to degree conferral (i.e. 120 credits). If more than 4 credits are requested to transfer within those final 30 credits, you must also petition for permission to transfer additional credits. Please contact the Registrar's Office for instructions.
- 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 the reverse side prior to completing this form.

CEDAR CREST COLLEGE

OFFICE OF THE REGISTRAR

## PERMISSION TO TRANSFER CREDIT

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Class: \_\_\_\_\_

Major: \_\_\_\_\_ Semester of Attendance (ex. Spring 2023): \_\_\_\_\_

Name of Institution Attending: \_\_\_\_\_

Address of Institution Attending: \_\_\_\_\_

\_\_\_\_\_

Reason for Attending: \_\_\_\_\_

\_\_\_\_\_

Are you taking any of the courses to satisfy MAJOR or LAC requirements? If so, please list "MAJOR" or the appropriate Liberal Arts Designation (HUM, WR12, 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: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR REGISTRAR USE ONLY:</b>	
Prior Transfer Credits: <b>Two Year:</b> _____	<b>Four Year:</b> _____
Matriculation Date: _____	Number of credits transferred after matriculation: _____
Registrar's Signature: _____	Date: _____