

INSTRUCTIONS FOR PERMISSION TO TRANSFER CREDIT FORM

Before registering for any course to be evaluated for transfer credit, students need to follow the steps below. Completing each step in the process ensures transfer credit to be applied upon successful completion of courses, in which a grade of “C-” or better is earned (effective Fall 2023). In order for the course to be transferable, a letter grade for which quality points are awarded, would need to be earned. PASS/FAIL courses are not eligible for transfer credit. **Failure to complete the following steps could result in possible denial of request.**

1. Meet with your academic advisor to discuss the impact of transfer credit on major and/or LAC requirements and obtain advisor’s signature.
2. Return the completed Permission to Transfer Credit Form to the Registrar’s Office for final review and approval.
3. Upon successful completion of the course(s), it is the students' responsibility to request an official transcript to 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 above steps, 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 Acadeum or LVAIC systems are transferable for credit **only**, not grades. The grade **will not be transferred or computed into the cumulative grade point average.**
- The department chairperson reserves the right to deny any request for credit transfer.

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#: _____

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 "LAC" (HUM, WRI1, WRI2, ART, ML, SCI, ETH, GS, SS.) requested.

Dept. & Course #	Course Title	Credit(s)	Major or LAC Designation	If LAC, please note which category of LAC

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

FOR REGISTRAR USE ONLY:

Prior Transferred Credits: _____

Approved CCC course/credits/LAC/Major: _____

Registrar's Signature: _____ Date: _____