

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, Cheyney, Clarion, East Stroudsburg, Edinboro, IUP, Kutztown, Mansfield, Millersville, Shippensburg, Slippery Rock, West Chester****

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

*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: [Graduation Residency Requirements and Transfer Credit Policy](#)
<http://www.lockhaven.edu/About/policies/>.

NOTE: 30.0 SH OF THE LAST 60.0 SH MUST BE TAKEN FROM LHU. 50% of major requirements taken from a PASSHE University.

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 LHU email address. If you are not currently enrolled at LHU, please provide a valid email address.	
<div style="border: 1px solid black; width: 400px; height: 20px; margin: 0 auto;"></div>	

REQUIRED SIGNATURES FOR APPROVAL – obtain approval/signatures of faculty/offices in order listed below:

Signature – Academic Advisor – recommends appropriateness of course toward degree requirements	Date
Signature – Major Dept Chairperson – recommends appropriateness of course toward degree requirements	Date
Signature – Chair of Academic Department in which course is offered at LHU– recommends appropriateness of comparable LHU credit	Date
<i>For International courses only:</i> Signature – Director, Institute for International Studies - recommends appropriateness of international provider/organization	Date
Signature – Registrar – file in student's official folder	Date

Registrar's Office Use: ___ Update equivalency table / ___ Add to equivalency table / ___ Equivalency table OK

TRANSFER CREDIT APPROVAL PROCESS

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

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

Lock Haven University *generally* accepts credits from other colleges and universities. The institution must have a regional accreditation.* Regional accreditations include the following:

Middle States Association of Colleges and Schools	New England Association of Schools and Colleges
North Central Association of Colleges and Schools	Northwest Commission on College and Universities
Southern Association of College and Schools	Western Association of Schools and Colleges

*Exceptions can be handled using the [Transfer Credit Appeal Process](#)

Only courses in which a grade of "D" or higher (*effective fall 2018*) is earned will be transferred. EXCEPTION: When a student chooses the Visiting Student Status, **all** grades will transfer.

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](#) are included online www.lockhaven.edu/About/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 "D" or higher is earned will transfer (*exception when using the [Visiting Student Program](#)*).
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.
Signature of Director of Institute for International Studies is required only for international programs to recommend appropriateness of international provider/organization. Students completing an international internship or study abroad at a non-partner institution must complete a form with the Institute for International Studies.
8. Approval required by the Registrar.