

## PERMISSION FOR TRANSFER OF 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 "GEN ED:

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

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: \_\_\_\_\_

**You are seeking permission to take classes at another institution. Please be aware of the following:**

1. It is your responsibility to secure the signatures of approval, and to return the **completed** form to the Registrar's Office **before you begin taking the course(s)**. This is your assurance of transfer of credit upon successful completion of the course(s).
2. A grade of "C" or better is transferable. Course(s) taken with a **PASS/FAIL** will not transfer.
3. Upon successful completion of the course(s), it is your responsibility to request an official transcript of your work be sent via U.S. Mail directly to: Registrar's Office, Cedar Crest College, 100 College Drive, Allentown, PA 18104.
4. If the transfer credit is part of your last 30 credits for graduation, or if you will complete graduation requirements in less than two full-time additional terms at CCC, you must petition the Academic Policy Committee to take courses elsewhere.
5. Academic work taken at another institution is transferable for credit, but **not for quality points**. It will **not be computed in your cumulative average**.
6. If your approved program is changed, or if work is not completed, please inform the Registrar's Office.
7. A **maximum of 18 transferred credits** will be accepted once a student is matriculated or if being used for a certification.
8. You will **NOT** be eligible for any financial aid or loans for credits taken at NON-LVIAC colleges.
9. Your advisor and the department chairperson reserve the right to deny any request for credit transfer.
10. You must be in good financial standing at CCC for credits to be transferred in.

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