



Office of the Registrar
WCU Student TRANSFER CREDIT PERMISSION FORM
 Complete this form **BEFORE** taking courses at a college or university other than WCU.

The following criteria apply:

- A course will not transfer if it has already been completed or failed at West Chester University.
- WCU students must have a cumulative GPA of 2.0 at the school where the courses were taken in order to transfer them back.
- Please see your academic adviser for all major/minor program requirements.
- All transfer courses must be taken for a letter grade but only course credits, not the grade, will transfer to WCU.
- You must contact the Office of Financial Aid if you are planning on using financial aid to pay for these courses.

_____ (Name) _____ (Student ID#) _____ (Major)

_____ (Permanent Address)

_____ (Student Signature) _____ (Phone) _____ (Date) _____ (Name of Visiting College or University)

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|--------------------------------|---------------------------|--------------|-------------------------|----------------------|----------------------------|
| Circle One | National Student Exchange | Study Abroad | PASSHE Visiting Student | Internship Elsewhere | Other (i.e. Summer Course) |
| Semester (Circle One) | Spring | Summer | Fall | Year: _____ | |

| | Course Title (for example HIS 101) | Credits | WCU Course Equivalency from matrix (No WCU signature needed) | Credits | Signature of WCU Dept. Chair (This is needed if course is not on matrix) | Date |
|--|---------------------------------------|---------|--|---------|---|------|
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Signature is *only* required if an equivalency has NOT already been established.

Check on-line for transfer course equivalency information at <http://my.wcupa.edu/courseequiv/transfers.html>

For more information on transferring courses into WCU, see the section entitled "Taking Courses Off Campus" in your Undergraduate Catalog.

Return this form to the Registrar's Office before taking courses.
 At the completion of course work, student must mail an official transcript to the
Office of the Registrar, 25 University Avenue, West Chester University, West Chester, PA 19383.
No credit will be given if an official transcript is not received.