

Office of the Registrar
TRANSFER CREDIT PERMISSION FORM
For WCU Students



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.*

Complete this form **BEFORE** taking courses at a college or university other than WCU.

Name: _____ Student ID# _____ Major: _____

Permanent Address: _____

Student Signature: _____ Phone: _____ Date: _____

I request permission to take courses at _____ (Name of college or university)

During the (indicate term) Spring Summer Fall 20 ____ semester.

	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
1.						
2.						
3.						
4.						

Signature is only required if an equivalency has NOT already been established. Contact the Transfer Credit Specialist in the Registrar's Office or 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 Transfer Credit Analyst in the Registrar's Office before taking courses.

At the completion of course work, student must send an official transcript to the
 Transfer Credit Analyst, West Chester University, West Chester, PA 19383.

No credit will be given if an official transcript is not received.