**TRANSFER CREDIT APPROVAL FORM**

*Allegheny College*

| Date: __________________________ | Student ID#: __________________________ |

**Student Name:** ____________________________________________________________

**Host Institution:** __________________________________________________________

**Semester Taking Course:** __________________________

The student named above is requesting approval for the course(s) listed below to transfer to Allegheny College. Transfer credit will be granted for approved course(s) upon receipt of an official transcript from the Registrar’s Office of the host institution. Upon completion and posting of your grade please have the official transcript mailed to:

<table>
<thead>
<tr>
<th>Allegheny College Registrar’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 41 520 N. Main Street</td>
</tr>
<tr>
<td>Meadville, PA 16335</td>
</tr>
</tbody>
</table>

It is the student’s responsibility to make certain the transcript is sent.

The official transcript must reflect that a letter grade of “C” or better was earned for each of the course(s) listed.

Please be aware that while the credit for the approved course(s) is transferable, the grade does not transfer nor is the grade reflected on the Allegheny College transcript. The amount of credit that transfers is the semester credit amount that the course is worth at the host institution. If the host institution is not on a semester system, the credit will be converted according to their guidelines. For example, if the college is on quarter hours, a course indicating it is worth 5 quarter hours is equal to 3.33 Allegheny semester hours. Most schools are on the semester hour system, but please be aware that there are other systems.

**COURSE 1:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Host Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Allegheny Equivalent, if any</th>
<th>Department Chair Approval Signature</th>
</tr>
</thead>
</table>

Application to Minor or Major Requirements, (if applicable)

**COURSE 2:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Host Credits</th>
</tr>
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<th>Department Chair Approval Signature</th>
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</table>

Application to Minor or Major Requirements, (if applicable)

**Advisor Signature & Printed Name:** ____________________________________________

Upon completion of this form with Advisor Approval, please submit this form to the Registrar’s Office

(2nd floor Bentley Hall)

**NOTE:** Student must be in compliance with the College Residency Requirement to be eligible to transfer credit. At least 64 of the 128 credits, including the last 16 towards graduation, must be credits undertaken through registration at Allegheny and supervised by Allegheny faculty, who evaluate the student’s performance. Students are not required to live on campus or in Meadville to satisfy the residency requirement.

We will hold these approval forms for one full year, after that period of time you will need to resubmit any necessary forms.

Please see over for further information.
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Allegheny College

Course Equivalency Information for Faculty Chairs

All transfer courses must be equated to an Allegheny course number or category. If further information is required, please contact the Office of the Registrar.

1. Allegheny - Credit for EXACT EQUIVALENT: Appropriate Allegheny course number should be assigned.

   Please remember that if you assign an Allegheny course number to a transfer course (e.g., BIO*220 or COMRT*120), that course carries the same Distribution Requirements as though the course were taught on campus. Please see here (https://goo.gl/qCDgZd) for a description of the eight Distribution Requirements and please consult the current Academic Bulletin (http://catalog.allegheny.edu/) to see which tags are assigned to which courses. This applies to students matriculating in 16/FA or after.

2. Allegheny - Credit but no exact equivalent: Please use the following codes and guidelines.

   - ELECT*DEP College Elective Department ~ General credit that DOES NOT count towards major/minor (equivalent of DEPT*0TG)
   - DEPT*0TE Department Elective ~ Elective credit that DOES count towards major/minor
   - DEPT*1TE Department Elective 100 level ~ counts for 100 level elective in major/minor
   - DEPT*2TE Department Elective 200 level ~ counts for 200 level elective in major/minor
   - DEPT*3TE Department Elective 300 level ~ counts for 300 level elective in major/minor
   - DEPT*4TE Department Elective 400 level ~ counts for 400 level elective in major/minor

Please see over for further information.