



Registrar's Office
 400 St. Bernardine Street
 Reading, Pa. 19607
 Francis Hall, Room 203
 610-796-8201
RegistrarsOffice@Alvernia.edu

Transfer Credit Approval Form

It is each student's responsibility to accurately complete and return this form to the Registrar's Office **prior to** enrolling in any course at another college. Please follow these steps:

1. Attach a copy of the course's catalog description to this form,
2. Obtain the signature of the Department Chair who oversees the Alvernia University course equivalent (eg. Nutrition is under Biology),
3. Obtain the signature of your academic advisor, and
4. Return this form to the Registrar's Office.
5. **Once the course is completed, request an official transcript be sent to Alvernia.**

Note: Forty-five (45) of the last sixty (60) credits in your program must be earned at Alvernia University. Violation of this policy will void the transfer of credit.

Grade does not transfer in; therefore it will not affect GPA.

STUDENT INFORMATION

 First Middle Last

 Student ID Number Major

COURSE INFORMATION

 College completing course at College City/State

 Course Prefix and # Course Title Alvernia course equivalent

 Term Completing Year Completing

REQUIRED SIGNATURE APPROVALS

 Academic Advisor Date Department Chair Date
 (associated with Alvernia equivalent)

STUDENT SIGNATURE

My signature indicates that I understand the transfer policy and the above information is true and accurate. I also understand that only an earned grade of "C" or higher will transfer to Alvernia University.

 Student Signature Date