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:

Allegheny College Registrar’s Office
Box 41 520 N. Main Street
Meadville, PA 16335

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>
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Allegheny Equivalent, if any

Department Chair Approval Signature

Application to Minor or Major Requirements, (if applicable)

COURSE 2:

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<tr>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Host Credits</th>
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Allegheny Equivalent, if any

Department Chair Approval Signature

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.
TRANSFER CREDIT APPROVAL FORM
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., Math*170 or Art*110), that course carries the same Distribution Requirements as though the course were taught on campus. Please consult the current Academic Bulletin to see which tags are assigned to which courses. These Distribution Requirements apply to students matriculating in 16/FA or after.

2. Allegheny Credit but no exact equivalent: Please use the following codes (0TG/0TE/0TL) and guidelines.

   Dept*0TN       NO DISTRIBUTION CREDIT: Credits toward graduation ONLY.
   Dept*0TG       GENERAL CREDIT: DOES NOT count towards major/minor
   Dept*0TE       ELECTIVE CREDIT: DOES count towards major/minor.
   Dept*0TL       NS LAB CREDIT: Does not equate to a specific course but meets NS lab requirement
   Dept*1TE       100 level elective credit (counts for 100 level elective in major/minor)
   Dept*2TE       200 level elective credit (counts for 200 level elective in major/minor)
   Dept*3TE       300 level elective credit (counts for 300 level elective in major/minor)
   Dept*4TE       400 level elective credit (counts for 400 level elective in major/minor)

   These courses do not count towards the Distribution Requirements for students who matriculated in 16/FA or after.

Please see over for further information.