TRANSFER CREDIT AUTHORIZATION

- Complete this form only if the courses you want to take are not on PA TRAC or Edinboro's Articulator.
- Please visit http://www.edinboro.edu/admissions/transfer-students/transfer-credits.html to view Edinboro’s articulator tes.collegesource or PATRAC. Locate the transferring institution to review the listing of courses that have previously been evaluated from this institution.
- If a course is not listed, please attach the course description to this form and submit to your Dean’s office for approval.
- Have you consulted with your advisor regarding major/minor program requirements?
- Have you run a degree evaluation in SCOTS? Your current degree evaluation will detail your official program requirements and indicate which courses you have yet to complete. It is a useful schedule planning tool and can be used to stay on track toward a timely graduation.
- **Students are responsible for registering for the appropriate courses that fulfill their major or minor requirements. Please consult with your advisor regarding repeating courses at another institution.**

Student Identification Number: @ Phone Number: ______________ Date: __________

Name: 

Last                          First                          M.I.

Degree and Major: ____________________________ G.P.A.: __________ Credits Earned: __________

Check One: Study Abroad _____ Have you consulted with the International Office? Is this a repeat course: Yes ____ No ____

Check One: Spring____ Summer ____ Fall____ Winter ____ Year 20___

You must consult with the Financial Aid office if you require assistance in paying for this course(s) or if a Consortium Agreement is required.

Transferring Institution: __________________________

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<tr>
<th>TRANSFERRING INSTITUTION INFORMATION</th>
<th>EDINBORO UNIVERSITY</th>
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<tr>
<td>Course No.</td>
<td>Transferring Course</td>
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* Credits taken on a quarter-hour basis will be converted to semester hours by multiplying the quarter-hours by two-thirds.

Additional Information: ____________________________________________________________

__________________________________________________________________________

Total Acceptable Credits: __________

Signature is only required if an equivalency has NOT already been established.

Approvals (Check one):  □ Approve  □ Disapprove

Signature, Dean, Student’s Major  __________________________ Date __________

NOTE: The student must request the transferring institution to forward an official transcript directly to the Coordinator of Transfer Evaluations, Office of Admissions, 200 Normal Street, Edinboro, PA 16444. We cannot accept transcripts that are faxed or provided by the student.

Mail or Fax Completed Form to: Office of Admissions, 200 Normal Street, Edinboro, PA 16444, Fax 814-732-2420, Phone 814-732-2761

c: Student
Revised: 5/07/2014
TRANSFER CREDIT AUTHORIZATION PROCEDURES

Please follow these instructions to facilitate the approval process to take courses at another institution.

1. Go to http://www.edinboro.edu/admissions/transfer-students/transfer-credits.html
2. Once on the webpage, click on the link under the “Transfer Equivalencies” heading
3. Find the institution where you plan to register for courses
4. Click the institution name or the “search” link to view existing equivalencies
5. Search for the class that you intend to transfer
6. Click on the “View” icon to view details of the equivalency
7. If the course you want to register for at another institution, matches an Edinboro course, the Transfer Credit Authorization form will not be necessary.

If class is not located on Edinboro page:
1. Go to www.patrac.org
2. Click on “Search for Equivalencies”
3. Search for your institution and classes
4. If the course you want to register for at another institution, matches an Edinboro course, the Transfer Credit Authorization form will not be necessary.

If class is not located on PATRAC:
1. Go to the homepage of the institution you plan on attending
2. Search for the course description, and print
3. Then go to www.edinboro.edu type in keyword search: “catalog” and pick most recent catalog
4. Search for the course description
5. Print both school course descriptions and attach to the Transfer Credit Authorization Form

PLEASE NOTE:
♦ Students must take the form and any supporting documentation showing the authorized course equivalency to the dean of the school in which the student is majoring to request the respective approvals if the course has not been evaluated in the past for transfer. If approved, the original form must be returned to the Admissions office.

♦ After the approved course has been completed at the requested institution, it is the student’s responsibility to have an official transcript forwarded directly to the Admissions office, Edinboro University. Transfer credit will be accepted only if a “C-” or better grade for the undergraduate credit is earned. If the student is repeating failed coursework, then the failed course at Edinboro is coded so as not to impact the student’s GPA. Please consult with your advisor regarding repeating courses at another institution. Transcripts will not be accepted by fax or when provided directly from the student. Official transcripts should be addressed to:

Admissions Office
Edinboro University of Pennsylvania
Edinboro, PA 16444

♦ Undergraduate students may repeat failed course work at another Institution to improve their GPA at Edinboro. We strongly suggest that students consult with their Academic Advisor, Chairperson or Dean prior to registering for classes.

♦ All first Baccalaureate degree students will take at least 30 of their last 45 credits at Edinboro University. All first Baccalaureate students will take at least 50% of credits required for the Major from a PASSHE university. Edinboro University may require up to a maximum of 50% of the Major credits.

♦ Credits taken on a quarter-hour basis will be converted to semester hours by multiplying the quarter-hours by two-thirds.

♦ Transfer authorization is not permitted for course work done for non-academic credit such as Continuing Education Units.