



# 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 at [tes.collegesource](http://tes.collegesource) or [PATRAC](http://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 INFORMATION:

Student ID: @ \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Degree/Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Credits Earned: \_\_\_\_\_

Study Abroad	Have you consulted with the Global Education Office?		Yes	No
Is this a repeat course?	Yes	No		
Term: (Check One):	Fall 20__	Wintersession 20__	Spring 20__	Summer 20__ Session __

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

Transferring Institution: \_\_\_\_\_

## TRANSFERRING INSTITUTION INFORMATION

Course No.	Transferring Course	Sem. Hrs.*
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EDINBORO UNIVERSITY

EUP No.	EUP Equivalent Course	Sem. Hrs.
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\* 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 \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*My signature attests to the fact I have read and understand the procedures listed on this form.*

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

Approvals (Check one):    Approve    Disapprove    \_\_\_\_\_  
Dean, Student's Proposed Major Date

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

# 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/>
2. Click the link in the left navigation bar "Will My Credits Transfer?"
3. Scroll to the Transfer Equivalencies paragraph and click the [tes.collegesource.com](http://tes.collegesource.com) link
4. Find the institution where you plan to register for courses
5. Find the institution where you plan to register for courses
6. Click the institution name or the "search" link to view existing equivalencies
7. Search for the class that you intend to transfer
8. Click on the "View" icon to view details of the equivalency
9. 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](http://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](http://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 **only** 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.