

TRANSFER COURSE APPROVAL Saint Vincent College

ID number		Date	SVC Box #
First Name	Last Name	Class: FR SO JR SR	Dept. Major Dept. Minor

Home Address - Street, City, Zip Code _____

Institution at which courses are to be taken _____ City, State _____

Course(s) to be taken _____ Term _____ Year _____

Course Title	Department and Course Number	Number of Credits	

Comments:

Check:

- This course is being taken to fulfill a requirement for my major.
- This course is being taken to fulfill a requirement for my minor.
- This course is being taken to fulfill a requirement for the core curriculum.
- This course is being taken as an elective.
- This course is on-line, tele- or web-based course.

Other courses taken off campus _____

► **Registrar approval:** _____
Registrar *Date*

► **Faculty Advisor approval must be obtained:** _____
Faculty Advisor Signature *Date*

► **Chairperson approval must be obtained if course is to be used to satisfy requirements of the major and/or minor.** ◀

Chairperson of Department in student's major/minor *Department* *Date*

BE ADVISED THAT APPROVAL IS NOT FINAL UNTIL YOU RECEIVE A COPY OF THIS FORM SIGNED BY THE REGISTRAR INDICATING TRANSFER EQUIVALENCY AT SAINT VINCENT COLLEGE, YOUR FACULTY ADVISOR, AND THE CHAIRPERSON (ONLY IF COURSE IS REQUIRED FOR YOUR MAJOR OR MINOR).

PROCEDURES FOR TRANSFER OF CREDIT FROM OTHER SCHOOLS: For acceptance of credits toward a degree, this form must be completed before you take the course(s). Upon successful completion of the course(s), you must request an official transcript from the registrar of the school at which the course(s) were taken and have the transcript sent to the Office of the Registrar, Saint Vincent College, 300 Fraser Purchase Road, Latrobe, PA 15650-2690. For particular information regarding transfer work, please see the section entitled "Courses Taken Elsewhere" in the *Saint Vincent College Bulletin*.