

TRANSFER COURSE APPROVAL Saint Vincent College

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

▶ **Is this your final semester at SVC? (circle one) YES NO**

▶▶ **If yes, you must be certain that your final grade is submitted to the Saint Vincent College Registrar's Office no later than Thursday at 12 noon the week of Graduation. See the Registrar for specific instructions for obtaining your final grade.**

TRANSFERRING SCHOOL INFORMATION:

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

Beginning Date of Term _____ End Date of Term _____

Date Grades are due at Institution where courses are to be taken _____

Course Title	Department and Course Number	Number of Credits	

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 an on-line course.

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

**Faculty Advisor Signature is NOT approval but rather confirmation that he/she is aware you intend to register for the course(s) noted above.*

▶ **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*

▶ **Registrar approval:** _____
Registrar *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.

PROCEDURES FOR TRANSFER OF CREDIT FROM OTHER SCHOOLS: For acceptance of credits toward a degree, you must request an official transcript from the registrar of the school at which the courses 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*.