



**Office of the University Registrar**  
 25 University Avenue, West Chester, PA 19383  
 Ph: 610-436-3541 • Fx: 610-436-2370  
[www.wcupa.edu/registrar](http://www.wcupa.edu/registrar)  
[transfercredits@wcupa.edu](mailto:transfercredits@wcupa.edu)

WCU ID#  
**Required**

## TRANSFER CREDIT PERMISSION

Undergraduates must complete this form BEFORE taking courses at a college or university other than WCU.

The following criteria apply:

- A course will **not transfer if it has already been completed or failed at West Chester University.**
- All transfer courses must be taken for a letter grade but only course credits, not the grade, will transfer to WCU.

Reminders:

- Transferred courses **cannot be used to satisfy the diverse communities or writing emphasis requirements.**
- See your academic advisor for all major/minor program requirements.
- You must contact the Office of Financial Aid if you are planning on using financial aid to pay for these courses.
- If you are taking courses off campus and are not enrolled in WCU classes during the fall/spring semester you will not be verified for enrollment for financial aid eligibility by WCU. If you are not taking courses at an accredited institution during this time the financial aid loan repayment process will begin.

**Student Name:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Local Phone:** \_\_\_\_\_

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

Name of Visiting College/University: \_\_\_\_\_ Is this an internship?  Yes  No

Term (Select one):  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

*Please fill out completely with blue or black ink.*

Course Title (for example HIS 101)	Credits	WCU Course Equivalency from Matrix (No WCU signature needed.)	Credits	Signature of WCU Dept. Chair Responsible for the Subject Area (Signature is only needed if course has no equivalency.)*	Date	Establish Permanent Equiv.

- \*Department Chair Signature only required if an equivalency has NOT already been established. When seeking departmental permission please provide the course description. Some departments may require the course syllabus.
  - Check the online *Transfer Credit Center* for course equivalency information at [www.wcupa.edu/transferCredit](http://www.wcupa.edu/transferCredit).
- For more information on transferring courses into WCU, see the section entitled "Taking Courses Off Campus" online at <https://www.wcupa.edu/registrar/nonWCUCredits.aspx>.
- **Return this form to the Registrar's Office before taking courses.**
  - At the completion of course work, student must mail an official transcript to: *West Chester University, Office of the Registrar, 25 University Avenue, West Chester, PA 19383.*
  - Electronic transcripts may be sent to [transfercredits@wcupa.edu](mailto:transfercredits@wcupa.edu).

**No credit will be given if an official transcript is not received.**

**Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Copy given/emailed to student: