

NAME \_\_\_\_\_ ID# \_\_\_\_\_ Box # \_\_\_\_\_  
Last First Middle

Major \_\_\_\_\_ Minor \_\_\_\_\_ Cell # \_\_\_\_\_ Class: \_\_\_\_\_  
(ex. FY,SO, JR,SR)

**TRANSIENT CREDIT PERMISSION FORM**  
 This form is to be completed after a course has been approved.

**TRANSIENT COLLEGE/UNIVERSITY INFORMATION**

College/University Name \_\_\_\_\_

SESSION:  Summer  Fall  Spring Year \_\_\_\_\_

**TO BE COMPLETED BY STUDENT**  
 (Based on Registrar's Office list of approved courses)

Course ID <small>(ex. ENG-101)</small>	Course Title <small>(ex. English Composition)</small>	Semester Hours <small>(ex. 3, 4)</small>	Repeated Course <small>"X"</small>	WC Course Equivalent <small>(ex. WRI-111)</small>	WC Requirement Being Met <small>(ex. Major, Minor, IP, Elective)</small>

**HOW DO THE CREDITS TRANSFER?** (The entire policy can be located under Transient Credit in the Academic Policies section of your college catalog)

- ◆ Credit for successfully completed transient coursework is awarded according to the semester hour values on the transient transcript: e.g., a course worth 3 semester hours will be credited as 3 semester hours on your Westminster record.
- ◆ Courses earning credit other than semester hours (quarter hours, units, etc.) will be converted to semester hours.
- ◆ If a 3-semester hour course is approved to meet a 4-semester hour requirement, total hours for graduation must be monitored, and if additional hours are needed *physical education courses cannot count for the extra semester hour(s)*.
- ◆ Credit will be granted for transfer work in which grades of C- or better are earned.
- ◆ Grades earned through transfer work are *NOT* calculated in the Westminster GPA.
- ◆ It is your responsibility to request an official transcript from the transient institution be sent directly to the Registrar's Office once your work has been completed.

**REQUIRED SIGNATURES**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

MAJOR ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRAR/ASSOCIATE REGISTRAR \_\_\_\_\_ DATE \_\_\_\_\_

**WESTMINSTER COLLEGE**

Westminster College  
 Registrar's Office  
 319 S. Market Street  
 New Wilmington, PA 16172