



# Widener University

One University Place, Chester, PA 19013

## UNDERGRADUATE DAY – TRANSFER COURSE AUTHORIZATION / STUDY ABROAD FORM

**TO THE STUDENT:** Please consult with your advisor before scheduling any coursework at any other institution for transfer credit. Also, please read completely the second page of this form. Your signature indicates that you have read and understand the policy for transfer courses including satisfying pre-requisites and/or co-requisites prior to attending any courses at another institution. If you are an international student, Director of International Student Services and Programs signature required. It is your responsibility to verify that this petition has been approved by all required parties as listed in the procedures.

### STUDENT INFORMATION:

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Semester course will be taken: \_\_\_\_\_

### DATA ON INSTITUTION AT WHICH COURSES ARE TO BE TAKEN:

Exact name of institution: \_\_\_\_\_

Institution's address: \_\_\_\_\_  
Street City State Zip

REASON FOR REQUEST: \_\_\_\_\_

Have you ever attempted any of these courses at Widener? If Yes, Semester/Year: \_\_\_\_\_ Grade: \_\_\_\_\_

**NOTE:** Courses once attempted at Widener cannot be repeated at another institution without the permission of the student's school or college dean and in no case can the repetition affect the Widener University cumulative average.

Since your matriculation at Widener, have you transferred courses from another institution? If Yes, how many total credits? \_\_\_\_\_

**NOTE:** After matriculation, students at Widener will not be authorized to take more than nine credits from other institutions.

Requested Course			Corresponding Widener Course			Validation Signature
Code (HIST-110)	Title (American History I)	Cred. (3)	Code (HIST-121)	Title (American Civilization I)	Cred. (3)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

### UNIVERSITY ADMINISTRATOR WORK SPACE (NOT TO BE COMPLETED BY STUDENT)

Student's major: \_\_\_\_\_ Number of Semester Hours to be Transferred: \_\_\_\_\_

The student has greater than 45 credits remaining for graduation in student's major: \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Dean/Assoc. Dean/Asst. Dean/Director Signature Date

\_\_\_\_\_  
Assoc. Provost for Undergraduate  
Academic Affairs Signature Date

\_\_\_\_\_  
Director of Int'l Student Services & Programs OR  
Study Abroad Director/Coordinator Signature Date

### PROCEDURE FOR COMPLETION OF THIS FORM:

1. Complete the personal data, and in the space provided on the reverse side of this form, list the course(s) for which you seek authorization to transfer, and state in writing why you would like to transfer these courses.
2. Receive approval for the transfer of each course in question from the major Advisor.
3. Receive validation, by signature that each course in question is acceptable as a corresponding Widener course. This validation must come from the head of the area within which credit is sought. The approved signatures are listed below.
4. Receive approval for transfer of each course in question from the Dean/Associate Dean/Assistant Dean/Director of your school or college.
5. International students must obtain a signature from the Director of International Student Services and Programs.
6. Receive approval for the transfer of each course in question from the Associate Provost for Undergraduate Academic Affairs.

**PLEASE NOTE:** This transfer request will be denied in the event of any alternation of information which is not specifically noted in writing and signed by the authorizing administrator.

The privilege of matriculated students to transfer courses into Widener University is limited by the policy as stated in the Undergraduate Catalog, which includes the following restrictions:

1. A maximum of nine credits may be transferred into Widener from other accredited institutions after a student matriculates at Widener.
2. A minimum grade of C must be earned to have the credits transferred to Widener. This precludes taking a course on a pass/no pass basis.
3. For School of Nursing students, a minimum grade of B must be earned in a course to have the credits transferred. This precludes taking a course on a pass/no pass basis. Any courses that a student takes off campus counts as an attempt.
4. The last 45 credit hours required for graduation from Widener must be taken in a baccalaureate School or College of Widener.\*
5. Courses once attempted at Widener cannot be repeated at another institution without the permission of the student's school or college dean and in no case can the repetition affect the Widener University cumulative average.

**\*Residency Requirement:**

All candidates for degrees must take their last 45 semester hours in a Widener baccalaureate school or college. Military personnel who are forced to transfer as a result of change in duty assignment may fulfill the 45 semester hours residency requirement at any time within their programs. Exceptions may also be made for full-time students to take courses at another institution during the summer prior to the senior year subject to prescribed conditions. A minimum of 50 percent of credits in the student's major must be taken in residence at Widener. Credit by examination may not be included in the 50 percent. Additional requirements may be set by the student's school or college.

SCHOOL/COLLEGE	AREA	VALIDATION SIGNATURE
Arts & Science	Humanities, Science, Social Science	Respective Associate Dean/ Department Head
Business Administration	Accounting, Economics, Finance, Management, Informatics, Intl Business	Respective Department Head
School of Education, Hospitality, and Continuing Studies	Education, Hospitality Management, and Continuing Studies	Respective Assistant Dean
Engineering	Engineering	Assistant Dean
Human Service Professions	Social Work	Director
Nursing	Nursing	Assistant Dean