

**Office of the Registrar**  
**Transfer Credit Authorization Form**

*(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)*

Name: \_\_\_\_\_ PWID #: \_\_\_\_\_

Campus Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Transfer Credits to date \_\_\_\_\_ Total PennWest credits: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Semester in which courses will be taken: \_\_\_\_\_

College (please choose one): \_\_\_\_\_

Major: \_\_\_\_\_

Institution or Organization name where transfer courses will be taken: \_\_\_\_\_

**Course(s) to be Transferred to PennWest:**

**PennWest Equivalent Course(s):**

Course Title	Course Subject & Number	Credits		Course Title	Course Subject & Number	Credits

**Notes:**

- Students must be sure they are abiding by the PennWest [Graduation Residency Requirement policy](#).
- Students should also review our [Graduation Requirements](#) and [Transfer Credit policies](#).
- **PRIOR TO REGISTERING** at another institution or organization, students should contact Articulation and Transfer Evaluation at [registrar@pennwest.edu](mailto:registrar@pennwest.edu) to verify transfer course equivalencies.
- Following course completion, student must have an official transcript sent immediately to PennWest Articulation and Transfer Evaluation at [registrar@pennwest.edu](mailto:registrar@pennwest.edu).
- If a student wishes to use financial aid for the transient course, please contact [financialaid@pennwest.edu](mailto:financialaid@pennwest.edu).

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

Department Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:**

- Faculty to complete form with all required information. **Digital signatures are preferred.**
- Faculty sends electronic form to the Admin Assistant in the Deans office of the course that is being changed.
- Dean or designee signs digitally then uploads completed form to [registrar@pennwest.edu](mailto:registrar@pennwest.edu)
- Please follow naming convention of: TERM\_PWID\_TRANSFER FORM
  - Example: 202230\_P11100023\_TRANSFER FORM