

Office of the Registrar
 PO Box 179, Lincoln University, PA 19352
 (484) 365-8087 (484) 365-8116 Fax
 Lincoln Hall, 2nd Floor



Request for Permission

Revised Edition 03/09/11

Last Name	First Name	Initial	Student Id#
_____	_____	_____	_____

I request permission to take the courses listed below and have them transferred back to Lincoln University. I understand that only grades of “C” or higher in college level courses will be accepted in transfer by Lincoln. Please note, only a maximum of twelve (12) credits of online courses will be accepted at Lincoln.

Name of Educational Institution: _____

City: _____ State: _____

Term and year in which courses will be taken: _____ (e.g. Summer 05)

Recommendation of Advisor or Department Chair of Student’s Major:

Advisor or Chair of Signature: _____ Date: _____

COURSE ID at other Institution	COURSE TITLE at other Institution	Lincoln Course it will replace or Requirement Course will satisfy. (If none, write “Serve as an elective”)	Online Y or N	Approval of Department Chair **

****If the course to be taken will NOT be used to satisfy any requirement of the Core Curriculum or the Major, then the Approval by the Chair of the Department offering the course at Lincoln is NOT needed. This is the case of a *University Elective*.**

Student Signature: _____ **Date:** _____

The Office of the Registrar will issue a “Permit to Take Courses at Another Institution” based on the information supplied in this form. The *Permit* often is needed by the other institution so that they can allow you to take classes without needing to follow their normal admissions process. The *Permit* also provides you with the knowledge that the specific courses you take and transfer back to Lincoln will serve the purposes for which they received prior approval.

Transfer courses and grades will be placed on your Lincoln transcript **only after receipt of an official transcript** from the other institution. If you bring the transcript in person, it must be in a sealed envelope from the Registrar of the other institution.

***The Office of Financial Aid will consider your transferred credits only after they appear on your Lincoln transcript.**