

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
 To Take Course**

10/05 Edition

LAST NAME	First Name	Initial	Student ID# (Social Security #)

I request permission to take the courses listed below and have them transferred back to Lincoln. I understand that only grades of C or higher in college level courses will be accepted in transfer by Lincoln. Courses that are not satisfactorily completed and courses with grades of C-, any D, or F, are not accepted in transfer. ONLINE COURSES ARE NOT PERMITTED

Name of Educational Institution: _____

City: _____ **State:** _____

Term and year in which courses will be taken: _____

e.g. Summer 05, Spring 05

Recommendation of Advisor or Department Chair of Student's Major:
Advisor or Chair Signature: _____ Date: _____

Course ID at other school	Course Title at other school	LU Course it will replace or Requirement it will satisfy (If none, write "Serve as an Elective")	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 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 school. If you bring the transcript in person, it must still be in an envelope sealed by the Registrar of the other school.

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