



Request for Permission

Office of the Registrar
 1570 Baltimore Pike
 Lincoln University, PA 19352
 484-365-8087:Phone 484-365-8116:Fax

Revised Edition 10/10/19 JD

Last Name	First Name	Middle 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 where courses will be taken: _____

City: _____ State: _____

Term and year in which courses will be taken: _____ (e.g. Summer 19)

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

Signature of Advisor or Chair: _____ Date: _____

STUDY ABROAD ONLY: Students studying abroad must also have permission from the Study Abroad Advisor.

Total Credits Approved: _____

Study Abroad Advisor: _____ 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”)	Credits	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*.**

By typing your name in the signature box, you are agreeing that this electronic signature is the legal equivalent of your handwritten signature on this form.

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.**