

**SHIPPENSBURG UNIVERSITY
COLLEGE OF BUSINESS
TRANSFER CREDIT REQUEST FORM**

Business students desiring to take a course(s) at another college or university must have this request completed prior to taking the course(s). The Associate Dean' Office in the Grove College of Business will indicate whether or not the courses listed have been approved.

After successfully completing the course(s) with a "C" grade or better, students must request the Registrar's Office at the institution attended to forward an official transcript to:

Registrar
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257
Or electronically to: registr@ship.edu

Upon receipt of an official transcript, you will be awarded transfer credits (no grade), for the completed course(s) on your Shippensburg academic record.

PLEASE NOTE: Courses in which you received a "D" or an "F" grade at Shippensburg cannot be repeated at another institution--they must be repeated at SU. You can only transfer 300/400-level business courses from institutions which are accredited by the AACSB International The Association to Advance Collegiate Schools of Business.

Name: _____ Date: _____

Local Address: _____ Local Phone: _____

City, State, Zip: _____ Email: _____

Home Address: _____ Home Phone: _____

City, State, Zip: _____ Major: _____

SU ID. No: _____

Total number of transfer credits previously accepted by Shippensburg _____

I wish to take the course(s) listed below at _____

(College or University)

during the _____ semester.

(Year/Semester)

OTHER INSTITUTION		SHIPPENSBURG UNIVERSITY		APPROVED?	
Course Number	Course Title	Course Number	Course Title	Yes	No

These courses will count toward graduation.

Signature - Student

Signature - Associate Dean

Instructions for Transferring Credits from Other Institutions

1. Complete this “Transfer Credit Request” form and submit it to GRH128 prior to registering for any course at another educational institution.
2. Visit https://www.ship.edu/admissions/transfers/course_equivalencies/ to search course equivalencies by institution.
3. If you do not find a course equivalency on the SU course equivalency website, visit the website of the institution you wish to take a course. Find the course description of the course you are asking for transfer credit approval. Print & attach the course description to this form.
4. The form will be returned to you within a week with either approval/denial.

Please note: Any 300-400 level course must be taken at an AACSB accredited university or college.