

LANCASTER GENERAL COLLEGE OF NURSING AND HEALTH SCIENCES  
REQUEST TO TAKE COURSEWORK AT ANOTHER INSTITUTION

Submit one form for each course to be evaluated

Students may transfer credits into the Lancaster General College of Nursing and Health Sciences from another institution of higher education that is regionally accredited. Per policy, once a student has begun their accepted program a maximum total of six (6) credits may be transferred in.

A student wishing to take a course at another institution must complete this form and hand it in to the Registrar. Upon approval/disapproval of the course by the appropriate LGCNHS instructor, the student will be notified in writing of that decision. If an approved form is not on file in the Registrar's office, a course taken at another institute will not be accepted.

Credits are transferable only for courses in which grades of "C" or better are earned.

It will be the student's responsibility upon completion of said course to have the other institution release an official transcript to LGCNHS. Grade reports or transcripts issued to students will not be accepted.

\* \* \* \* \*

\_\_\_\_\_  
Student's printed name

I, the above named student, am requesting to take the following course at the institution listed.

Institution where course will be taken: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course ID number (i.e. BIO175): \_\_\_\_\_

Number of credits: \_\_\_\_\_ Does it have a lab: \_\_\_\_\_

Reason for completing this course at another institution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

The above course request has been: [ ] Approved [ ] Disapproved

Reason for non approval \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

Cc: Student  
Student's Education File  
Student's Advisor  
Chairperson of General Education Studies