

## CHP Instructions to Complete the Transfer Request Permission Form

1. Meet with your academic advisor to discuss available options for taking a class outside SHU.
2. Download the University Transfer Request Permission Form from the Registrar's Website:  
[http://www.sacredheart.edu/media/sacredheart/registrarsoffice/formsrequests/Transfer-Request-Permission-Rev-1\\_12\\_2014.pdf](http://www.sacredheart.edu/media/sacredheart/registrarsoffice/formsrequests/Transfer-Request-Permission-Rev-1_12_2014.pdf)
3. Please complete the top portion of the form as thoroughly as possible (all information is available on WebAdvisor):
  - a. SHU Credits Completed = only the credits that you have already earned from SHU
  - b. Credits in Progress = Credits you are currently taking this semester
  - c. Credits previously transferred to SHU = Credits you earned anywhere other than SHU and transferred to SHU.
4. Print your **Program Evaluation** from Web Advisor.
5. Print the **course description** from the other institutions website.
6. Attach all forms to the **Transfer Request Permission Form**, including your program evaluation and the course description.
7. Bring all forms to the department that offers the same course at SHU, for verification by the department chair (ex: bring all chemistry courses to the Chemistry Department, etc...) . All courses taken outside SHU must be approved as being equivalent to the SHU course it will be replacing, as determined by the department chairperson of the same department.
8. Once approved by the department chairperson, bring **all** forms to your academic advisor for approval.  
**\*Academic advisors will not approve a form that does not have a program evaluation or course description attached or the signature of the department chairperson.**
9. After the academic advisor signs the Transfer Request Permission Form, **please bring all forms to the CHP Office of the Dean for final approval.** The Office of the Dean (2-D-15) is located on the second floor in the Cambridge building.
10. After approval by the Dean, the signed form will be transferred to the program Administrative Assistant of the student's program of study.
11. The program Administrative Assistant will place a copy of the signed form in the student's record and send the original form to the Registrar's office for final approval. The program Administrative Assistant will send an email to the student confirming approval by the Dean has taken place.

### NOTES:

- Transfer credits **do not** change your GPA
- The last 30 credits required for graduation **must** be taken at SHU
- The last 60 credits toward the degree **must** be taken at a **four-year** institution
- The Dean reserves the right to request additional materials prior to approving any class.
- ALL Physical Therapy prerequisite courses **must** be taken at a four-year institution and no courses can be retaken per the Physical Therapy Program.
- You **MUST** request that an official transcript be sent to the Registrar's office at SHU to receive credit for the course.