

NAME:		ID#	
MAJOR:		EMAIL:	@pitt.edu

Finding a Course Equivalent at Another Institution:

- Visit <https://www.johnstown.pitt.edu/academics/office-registrar/transfer-credits-guidelines>
(Transfer Credit Guidelines > Transfer Credit Equivalency Listing)
- Find the appropriate Institution and Class listing.
- If the chosen course is listed as transferable to Pitt-Johnstown, provide the Pitt Course information under the Pitt-Johnstown Equivalency Columns below
- If the course you are planning to take is needed for your major, please see your departmental advisor first to verify the department will accept the course toward the major.

If the chosen course does not appear on the "Transfer Credit Equivalency Listing", visit the school's website to find a course description to include with the request. The course will be evaluated by the Office of the Registrar for a Pitt Equivalency.

Name of Institution			Pitt Johnstown Equivalent Course		
Course Subject/Number	Course Title	Credits	Course Subject/Number	Pitt Course Title	Credits

- Completed request forms must be returned to the Office of the Registrar **prior to enrolling** in the course(s).
- Division Chair or Advisor Signature does not guarantee that the request will be approved.
- Requests must meet the requirements listed on page two of this request form.
- Student will be notified by Pitt email following the review.

Student Signature	Date
Signature Of Advisor, Division Chair or Academic Affairs Recommended	Date
Comments	

FOR OFFICE USE ONLY:

Registrar Signature _____ Approved _____ Denied _____

Pitt Cr _____ Transfer Cr _____ Term Cr _____ Total Cr _____ GPA _____ MGPA _____ RPT _____

University of Pittsburgh at Johnstown **Summer Course Approval Requirements for Current Pitt Students**

To receive appropriate credit for courses taken at other institutions, students must submit the "Summer Approval Request to Take Courses at a Non-Pitt Institution" form to the Office of the Registrar, 279 Blackington Hall for approval prior to enrolling in the course. Below is a list of requirements.

- You are a **current** student of the University of Pittsburgh at Johnstown
- Be below 90 completed credits at Pitt at the end of the summer term
- Have less than 90 transfer credits (this includes credits transferred from a community college or university AND test credits such as AP, IB or A-Level)
- Be in good academic standing at the end of the Spring term. Minimum cumulative GPA of 2.0. If you have been suspended or dismissed for the time period the courses were approved, you will not receive credit for any of these approved courses or for any other course taken anywhere during the suspension or dismissal period
- Have not taken the course or do not plan to take the course at Pitt. Students may not repeat coursework outside of the University of Pittsburgh system.
- The course is being taken at an accredited, US-based institution
- It is the responsibility of the student to verify if their current or intended academic department will accept courses if they are planning to use the credit toward their major, minor, or certificate. Please note that at least **half** of the credits required for your major/minor/certificate must be taken at Pitt
- Courses with a grade of "C-" or lower are not eligible for transfer
- Grades from another institution do not affect your local GPA
- Credits attempted at an institution other than the University of Pittsburgh at Johnstown while a student is enrolled simultaneously at the University of Pittsburgh at Johnstown will not be transferable unless prior approval is obtained

STEPS TO FINDING A COURSE EQUIVALENT AT ANOTHER INSTITUTION:

1. Visit <https://www.johnstown.pitt.edu/academics/office-registrar/transfer-credits-guidelines>)
2. Find the appropriate class listing
 - If the chosen course is listed as transferable from that college, print the Pitt Course information on the form under the Pitt-Johnstown Equivalency Columns.
 - **If the chosen course does not appear on the "Transfer Credit Equivalency Listing" on the Pitt-Johnstown Registrar's Website, you will need to visit the school's website to find a course description to include with the request form. Course will be evaluated by the Office of the Registrar for a Pitt Equivalency.**

Questions regarding the evaluation of coursework completed at other institutions should be directed to

Jordan Manges, 279 Blackington Hall or (814) 269-7055.

**SUBMIT COMPLETED FORM TO THE OFFICE OF THE REGISTRAR,
279 BLACKINGTON HALL**

Incomplete forms will not be accepted