



# Widener University

The following agreement provides the legal basis required by Federal Statute for **WIDENER UNIVERSITY, to award Title IV Federal Aid** for a matriculated student who is studying at another University or College for one academic semester.

You must obtain approval from your Department indicating that you are allowed to transfer the course(s) listed in the Student Section back to Widener University before starting coursework at the Consortium Institution. You must apply for financial aid at Widener University (Home Institution). **You are required to pay for your classes at the Consortium Institution (Host Institution).** If the Consortium Agreement is approved, your enrollment status for financial aid payment at Widener University will include your approved classes at the Consortium Institution. Financial aid payment follows the Widener University disbursement schedule.

### Student Directions:

- 1) Complete, sign, and date the Student Section before completing coursework at the Consortium Institution (**note:** the student is responsible for complying with Widener University transfer policies and procedures).
- 2) Provide a Transfer Authorization form completed and processed by the Assistant Provost for the course(s) indicated before completing coursework at the Consortium Institution. Undergraduate Extended Learning students - Special Academic Permission form.
- 3) Send this form after you have completed the Student Section, and you have approval from your Department, to the school where you will be taking the class (es) – the Consortium Institution.
- 4) Widener University cannot confirm the financial aid for which you will be eligible or certify a Federal Direct Student Loan for you until Financial Aid Services has received this completed Consortium Agreement back from the Consortium Institution.
- 5) **Widener University will not consider any incomplete consortium agreement or any consortium agreement received after coursework is completed at the Consortium Institution.**

### To be completed by the student:

(Type or Print ALL information)

\_\_\_\_\_  
First Name                      Last Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Name of consortium institution where classes will be taken

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Department/Major

[ ] Summer 2021   [ ] Fall 2021   [ ] Spring 2022  
Semester for which Consortium Agreement applies

\_\_\_\_\_  
Course title/description

\_\_\_\_\_  
Course title/description

\_\_\_\_\_  
Course title/description

\_\_\_\_\_  
Course title/description

*I certify that the information given herein, and which Widener University Financial Aid Services is authorized to verify with the Consortium Institution, is true and complete and complies with appropriate policies. I agree to notify Financial Aid Services of any changes in the circumstances described in this document.*

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Signature  
(in accordance with Widener University's transfer policies and procedures)

\_\_\_\_\_  
Date

**Consortium Institution information on the reverse side.**

**To be completed by Consortium Institution:**

(Type or Print ALL information.)

Number of credits student will take: \_\_\_\_\_

Semester of study: [ ] Summer 21 [ ] Fall 21 [ ] Spring 22

Indicate month/year of attendance: \_\_\_\_\_ / \_\_\_\_\_  
Begin End

**Student Expenses:** *Tuition:* \$ \_\_\_\_\_  
*Fees:* \$ \_\_\_\_\_  
*Est. Room & Board:* \$ \_\_\_\_\_  
*Books and Supplies:* \$ \_\_\_\_\_  
*Transportation:* \$ \_\_\_\_\_  
*Personal expense:* \$ \_\_\_\_\_  
  
Total: \$ \_\_\_\_\_

Use actual Tuition and Fees

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that this student is not receiving any financial aid at the Consortium Institution, **including** scholarships or private loans. The Consortium Institution further agrees to notify the Financial Aid Services Office at Widener University of any changes in the circumstances described in this document.

\_\_\_\_\_  
Name of Consortium Institution

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature of Authorized School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type Name and Title

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address

The Office of Enrollment Services at Widener University will re-calculate the student's costs and eligibility for aid based on the total number of credits for which the student is registered for the term specified.

In order to safeguard your personal information and comply with federal regulations, we have implemented Financial Aid Self-Service as a secure upload site. Please submit all documents through the student's Financial Aid Self-Service site found here:

<https://d.widener.edu/Student/FinancialAid/Home>.

**Widener University • Enrollment Services**  
• One University Place • Chester, PA 19013  
**Phone: 610-499-4161 • FAX: 610-499-4687 • Email: [finaidmc@widener.edu](mailto:finaidmc@widener.edu)**



# Widener University

One University Place, Chester, PA 19013

## UNDERGRADUATE DAY – TRANSFER COURSE AUTHORIZATION / STUDY ABROAD FORM

**TO THE STUDENT:** Please consult with your advisor before scheduling any coursework at any other institution for transfer credit. Also, please read completely the second page of this form. Your signature indicates that you have read and understand the policy for transfer courses including satisfying pre-requisites and/or co-requisites prior to attending any courses at another institution. If you are an international student, Director of International Student Services and Programs signature required. It is your responsibility to verify that this petition has been approved by all required parties as listed in the procedures.

### STUDENT INFORMATION:

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Semester course will be taken: \_\_\_\_\_

### DATA ON INSTITUTION AT WHICH COURSES ARE TO BE TAKEN:

Exact name of institution: \_\_\_\_\_

Institution's address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

Have you ever attempted any of these courses at Widener? If Yes, Semester/Year \_\_\_\_\_ Grade: \_\_\_\_\_

*NOTE: Courses once attempted at Widener cannot be repeated at another institution without the permission of the student's school or college dean and in no case can the repetition affect the Widener University cumulative average.*

Since your matriculation at Widener, have you transferred courses from another institution? If Yes, how many total credits? \_\_\_\_\_

*NOTE: After matriculation, students at Widener will not be authorized to take more than nine credits from other institutions.*

Code	<u>Requested Course Title</u>	Cred.	Code	<u>Corresponding Widener Course Title</u>	Cred.	Validation
(HIST-110)	(American History I)	(3)	(HIST-121)	(American Civilization I)	(3)	Signature
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

### UNIVERSITY ADMINSTRATOR WORK SPACE (NOT TO BE COMPLETED BY STUDENT)

Student's major: \_\_\_\_\_ Number of Semester Hours to be Transferred: \_\_\_\_\_

The student has greater than 45 credits remaining for graduation in student's major:

_____ Advisor Signature	_____ Date	_____ Dean/Assoc. Dean/Asst. Dean/Director Signature	_____ Date
_____ Assoc. Provost for Undergraduate Academic Affairs Signature	_____ Date	_____ Director of Int'l Student Services & Programs OR Study Abroad Director/Coordinator Signature	_____ Date

**PROCEDURE FOR COMPLETION OF THIS FORM:**

1. Complete the personal data, and in the space provided on the reverse side of this form, list the course(s) for which you seek authorization to transfer, and state in writing why you would like to transfer these courses.
2. Receive approval for the transfer of each course in question from the major Advisor.
3. Receive validation, by signature that each course in question is acceptable as a corresponding Widener course. This validation must come from the head of the area within which credit is sought. The approved signatures are listed below.
4. Receive approval for transfer of each course in question from the Dean/Associate Dean/Assistant Dean/Director of your school or college.
5. International students must obtain a signature from the Director of International Student Services and Programs.
6. Receive approval for the transfer of each course in question from the Associate Provost for Undergraduate Academic Affairs.  
**PLEASE NOTE:** This transfer request will be denied in the event of any alternation of information which is not specifically noted in writing and signed by the authorizing administrator.

The privilege of matriculated students to transfer courses into Widener University is limited by the policy as stated in the Undergraduate Catalog, which includes the following restrictions:

1. A maximum of nine credits may be transferred into Widener from other accredited institutions after a student matriculates at Widener.
2. A minimum grade of C must be earned to have the credits transferred to Widener. This precludes taking a course on a pass/no pass basis.
3. For School of Nursing students, a minimum grade of B must be earned in a course to have the credits transferred. This precludes taking a course on a pass/no pass basis.
4. The last 45 credit hours required for graduation from Widener must be taken in a baccalaureate School or College of Widener.\*
5. Courses once attempted at Widener cannot be repeated at another institution without the permission of the student's school of college dean and in no case can the repetition affect the Widener University cumulative average.

**\*Residency Requirement:**

All candidates for degrees must take their last 45 semester hours in a Widener baccalaureate school or college. Military personnel who are forced to transfer as a result of change in duty assignment may fulfill the 45 semester hours residency requirement at any time within their programs. Exceptions may also be made for full-time students to take courses at another institution during the summer prior to the senior year subject to prescribed conditions. A minimum of 50 percent of credits in the student's major must be taken in residence at Widener. Credit by examination may not be included in the 50 percent. Additional requirements may be set by the student's school or college.

SCHOOL/COLLEGE	AREA	VALIDATION
Arts & Science	Humanities, Science, Social	Respective Associate Dean/ Department Head
Business	Accounting, Economics, Finance, Management, Informatics, Intl Business	Respective Department
Undergraduate Continuing Studies		Respective Assistant
Engineering	Engineering	Assistant
Human Service	Social Work, Education	Director, Department Head
Nursing	Nursing	Assistant