CONNECTICUT COLLEGE TRANSFER CREDIT APPLICATION FORM
(Carefully read instructions on reverse side)
**IF YOU DO NOT RECEIVE PRE-APPROVAL, THERE IS NO GUARANTEE THAT YOU WILL RECEIVE CREDIT**

Student Name: ___________________________ Camel ID: ___________ Class Year: ___________
Last        First        Middle

Major(s)/Minors(s): ___________________________ Date submitted: ________ Email: ___________________________

Courses to be taken at:
Institution Name: ___________________________ City/State: ___________________________ Country: ___________

Term: [ ] Summer   [ ] Winter Session   [ ] Fall Semester*  [ ] Spring Semester*  Year: _________
Start/End Date: ___________________________

*Students may only transfer credit back for the fall/spring semester if they are on medical leave or have Committee on Academic Standing approval while on leave

Course Description: Attach a copy of the description from the host institution’s course catalog and, if possible, a course syllabus

<table>
<thead>
<tr>
<th>STUDENT: Complete this section based on information from host institution</th>
<th>DEPARTMENT/PROGRAM CHAIR (Major, Minor, GE/_MOI, Online): Please check appropriate columns for approval</th>
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<td>Title of course(s) (Please print)</td>
<td>Online Course? (Yes or No)</td>
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Adviser Approval (ALWAYS REQUIRED)
NAME (Print) and SIGNATURE ___________________________________________ Date: ________________

Class Dean’s Approval (ALWAYS REQUIRED) SIGNATURE ___________________________________________ Date: ________________

THIS COMPLETED FORM SHOULD BE ON FILE WITH THE OFFICE OF THE REGISTRAR, FANNING 105, BEFORE ENROLLING IN COURSES.
POLICY AND PROCEDURE GOVERNING PERMISSION TO TRANSFER CREDITS FROM ANOTHER COLLEGE OR INSTITUTION

Students matriculated at Connecticut College must comply with the following instructions and policies in order to transfer credit taken at another accredited institution.

1. Attach a copy of the description from the host institution’s course catalog and, if possible, a course syllabus.
2. Transfer credit must be pre-approved by the relevant department/program chair or designee prior to enrolling in the course if it will be used for major/minor or GE/MOI credit. The adviser pre-approves general credit and the overall transfer credit application. Submit the completed and approved form to the Registrar’s Office.
3. Courses taken elsewhere must be graded. No grade of “P”, “S” or “CR” will be accepted. Grades and credits are translated to the Connecticut College system for posting on the permanent record.
4. Transfer credit will be awarded upon receipt of a SEALED OFFICIAL TRANSCRIPT sent directly to the Registrar’s Office.

PLEASE READ THE FOLLOWING CAREFULLY. ANY QUESTIONS CONTACT THE REGISTRAR’S OFFICE OR THE CLASS DEAN.

APPROVALS REQUIRED:
The institution selected must be accredited to offer college level courses. The Office of the Registrar has a copy of "Accredited Institutions of Higher Learning" to use as a reference. The student must secure approval BEFORE enrolling in an outside course so that the course work in question can be applied toward the Connecticut College degree.

The Transfer Credit Form must always be approved by the faculty adviser and the class dean. Winter Session Courses must also be approved by the Committee on Academic Standing. IN ADDITION, ALL MATHEMATICS, COMPUTER SCIENCE, PHYSICS, ASTRONOMY AND GEOPHYSICS COURSES MUST BE APPROVED BY THE CHAIRPERSON OR THE PROGRAM DIRECTOR.

Courses that are to be used as part of a major, minor, or general education/MOI requirement MUST have the approval signature of the department chairperson or designee prior to enrollment. Courses may not be repeated for credit. Any student who has received a passing grade and earned credit for an individual course may not repeat the course; this includes Advanced Placement, summer school, winter sessions, and all course work taken at other institutions. Please note that this policy does not apply to certain Seminars, Individual Study courses, and courses specifically noted in the catalog that by faculty vote may be repeated. A student who has failed a course may repeat it. The original grade will remain on the record and will be calculated into the grade point average; the second grade will also be recorded and calculated into the grade point average.

ON-LINE COURSE WORK:
All on-line course work must be approved by the chairperson of the related department/program, even if the course(s) is for elective credit only.

TRANSFER OF CREDITS AND GRADES FOR THE PERMANENT RECORD:
The Registrar’s Office determines credit equivalencies. While the content of a course may equal or approximate the content of a Connecticut College course, some summer courses might not be equal in credit hours. Wherever the credit system of the other school is different from the Connecticut College system, students are advised to consult the Registrar’s Office, in advance, about credit equivalencies.

Students are reminded that for courses taken at other institutions, the grades and credits are translated to the Connecticut College system for posting on the permanent record. Grades earned in summer school courses will become part of the grade-point standing and will enter into calculations for eligibility for commencement honors.

To ensure transfer of credit, once the course has been completed the student should request that the host institution send an official transcript directly to the Office of the Registrar at Connecticut College.

RESIDENCY REQUIREMENT FOR THE B.A. DEGREE:
Courses taken at Connecticut College will count toward the two-year (64 semester hours) residency requirement required for the B.A. degree. However, courses taken at any other institution will not count toward the residency requirement. All students are required to complete a minimum of 64 semester hours at Connecticut College.