

# CONNECTICUT COLLEGE TRANSFER CREDIT APPLICATION FORM

(Carefully read instructions below and on reverse side)

To obtain general (elective) credit once course is completed:

- Completed form with all approvals must be on file before enrolling in the course
- If courses are not pre-approved, there is no guarantee that credit will be granted
- Request official final transcript, mailed from institution to the Registrar's Office at Connecticut College or to [registrar@conncoll.edu](mailto:registrar@conncoll.edu)  
Please be sure to specify the registrar email account so that this does not go to Admission
- All grades and credit values earned at the host institution are posted to the Connecticut College transcript exactly as they appear and are included in the student's GPA. If unsure of credit value, please contact the institution that will issue the transcript.
- If transcript is on file, courses will be evaluated & posted by the end of drop/add period in the next fall/spring semester in which you are enrolled here
- \*\*Courses approved for Major or Minor will require Course Exception form to move courses within degree audit

Student Name: \_\_\_\_\_ Camel ID: \_\_\_\_\_ Class Year: \_\_\_\_\_  
Last First Middle

Major(s)/Minors(s): \_\_\_\_\_ Date submitted: \_\_\_\_\_ Email: \_\_\_\_\_

**Courses to be taken at (official transcript to be issued from):**

Accredited Institution: \_\_\_\_\_ City/State: \_\_\_\_\_ Country: \_\_\_\_\_

Term: \_\_\_\_\_ Start/End Date \_\_\_\_\_  
☐ Summer ☐ Winter ☐ Fall Semester\* ☐ Spring Semester\* Year: \_\_\_\_\_ of Course(s)\*: \_\_\_\_\_

\*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. Students may not be simultaneously enrolled at Connecticut College and taking classes elsewhere

STUDENT: Complete this section based on information from host institution		DEPARTMENT/PROGRAM CHAIR: (See Reverse for instructions) Please check appropriate columns for approval			
Title of course(s) (Please print)	Online Course? (Yes or No)	For the Major**	For the Minor**	Approval to take Online	Course approval: PRINTED NAME & SIGNATURE of Department/Program Chair

**ALWAYS REQUIRED:**

**Adviser Approval**

PRINTED NAME & SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**Class Dean's Approval** SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**FORM MUST BE RETURNED TO YOUR CLASS DEAN, WHO WILL FILE WITH REGISTRAR'S OFFICE**

## **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. Please read the "Approvals Required" section below carefully. Submit the completed and approved form to your class dean, who will file it with the Registrar's office. Transfer credit must be pre-approved.
2. Provide a copy of the description from the host institution's course catalog and, if possible, a course syllabus when requesting approval.
3. **Mode of Inquiry Credit approval is a separate process. Pre-approval requests should be sent via email to [curriculum@conncoll.edu](mailto:curriculum@conncoll.edu) so that they can assist in this process.**
4. **If the course is approved to satisfy the World Language requirement, the language department chair must send an email to [degree@conncoll.edu](mailto:degree@conncoll.edu) upon completion of the course so that an exception can be applied.**
5. Courses taken elsewhere must be graded. No grade of "P", "S" or "CR" will be accepted. Grades and credits exactly as they appear and are included in the student's GPA.
6. Transfer credit will be awarded upon receipt of a SEALED OFFICIAL TRANSCRIPT sent directly from the institution to the Registrar's Office or to [registrar@conncoll.edu](mailto:registrar@conncoll.edu). Transcripts from students cannot be accepted.
7. Students enrolled at Connecticut College for the fall/spring semester and taking courses here are not eligible to transfer credit back from another institution during that fall/spring semester. **Students may not be simultaneously enrolled at Connecticut College and taking classes elsewhere.**

### **APPROVALS REQUIRED:**

The institution selected must be accredited to offer college level courses. The student must secure approval BEFORE enrolling in an outside course.

- The form must be signed by the student's adviser
- The class dean's signature is always required
- Department Approval
  - Some departments/programs require approval of all courses in their subject area that will be used for general credit. Review the list of departments/programs requiring this at: <https://www.conncoll.edu/academics/registrar/academic-policy/transfer-credit/transfer-credit-process-current-students/>
  - Students planning on transferring courses that are offered online\*, or those that will count toward the major or minor must always seek the approval of the appropriate department or program. *\*Please note that approval of online courses is at the sole discretion of the department/program; not all departments/programs approve online courses.*

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 and all course work taken at other institutions.

### **TRANSFER OF CREDITS AND GRADES FOR THE PERMANENT RECORD:**

All grades and credits earned at the host institution are posted to the Connecticut College transcript and included in the student's overall GPA.

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 or to [registrar@conncoll.edu](mailto:registrar@conncoll.edu). **Courses will be evaluated and posted by the end of the drop/add period in the next fall or spring semester in which the student enrolls.** Course exceptions will be applied once the credit has been posted.

### **RESIDENCY REQUIREMENT FOR THE B.A. DEGREE:**

Courses taken at any other institution will not count toward the 64-semester hour residency requirement. All students are required to complete a minimum of 64 semester hours at Connecticut College.