

Transfer Credit Application for Approved Programs

This form must be signed and submitted to the registrar's office by April 15 (for fall term) or November 15 (for spring term).

1) Students are permitted to count a maximum of 6 transfer course credits (including Advanced Placement and other pre-matriculation credit) toward the Colgate degree. Transfer students must contact the registrar's office to determine whether additional non-Colgate credits may be accepted.

2) **Credits:** Students are expected to take a full-time course load as defined by the approved program, which may vary from program to program. Upon completion of a full semester of **pre-approved** coursework a student will earn four (4) transfer course credits.

- Courses worth fewer than 3 credits will not normally be considered for transfer.
- Permission to deviate from a full-time course load must be granted **in advance** by the director of Colgate's Office of Off-Campus Study and by the Associate Dean of the Faculty.

3) As a way of ensuring an immersive study abroad experience, students participating on approved programs that are hosted in a non-English speaking country or in a country in which English is one of many official languages are required to take at least one language class in that program's native language or one course taught in a local language other than English during the program. Please consult the Off-Campus Study website for a list of language requirements for each country. Ordinarily, exceptions will not be granted. (Effective Fall 2019)

4) **Restrictions:**

- Credit is awarded only for liberal arts courses compatible with the Colgate curriculum (e.g., courses in business, marketing, applied health care do not transfer).
- Colgate does not award transfer credit for internships, practicums, or other service learning courses.
- Courses may not be taken on a satisfactory/unsatisfactory (S/U), pass/fail (P/F), or other ungraded basis.
- Courses may not be repeated if a grade of D- or higher was earned at Colgate.

5) **All courses in the Division of Natural Science/Mathematics, in English, or in a student's major or minor require department pre-approval.** Approval for **all** courses in the major/minor department must be obtained whether or not they are intended to count toward major/minor requirements.

- All other courses not in the above listed categories will be reviewed by the Office of the Registrar.
- Course descriptions must be submitted with this form. More detailed information, such as a course syllabus, may be required for departmental/program or major/minor approval. Credit may be declined if the course or coursework does not satisfy Colgate's academic standards.

6) **Independent Studies/Field Research:** Independent studies/field research are only eligible for credit when they are a required part the approved program (e.g., SIT). Submission of the Application for Independent Study & Field Work Course on Approved Program (available in the Office of the Registrar) is required with this form.

7) **Grades:** All grades earned on approved programs will appear on the Colgate transcript but will not be factored into the student's GPA.

8) In most cases, students will not register for courses until arriving in-country at host institution. Therefore, students should list primary and alternate course choices on the form. Note that enrollment in preferred courses cannot be guaranteed due to host institution restriction. If changes to registration occur or additional courses need pre-approval, students must email the required information to transfercredit@colgate.edu as soon as possible.

9) If "provisional" approval is granted by the department(s), the student is responsible for obtaining final approval for the course upon returning to Colgate.

10) It is the student's responsibility upon returning from the program to ensure all required paperwork (including final transcripts) have been submitted to the Office of the Registrar by the posted deadline, approximately two weeks before registration in November. Failure to meet the deadline will result in a registration hold, which will prevent the student from registering for the subsequent term.

For full information on transfer credit policies, regulations, and deadlines refer to the Office of the Registrar's web page. For more information regarding specific approved programs refer to the Off-Campus Studies web page. I understand that the acceptance of transfer credits is contingent upon my having followed the procedures outlined above, as well as having provided accurate information. Failure to do so may result in the denial of transfer credit.

Signature

Date

Course Approval - Approved Programs

PRINT CLEARLY

13 Oak Drive
Hamilton, NY 13346
www.colgate.edu/registrar

P: 315-228-7408
F: 315-228-7125
E: transfercredit@colgate.edu

Student Name: _____ ID: _____

Class Year: _____ Major(s): _____ Minor(s): _____

Program & Institution: _____ Session/Term: _____

Normal full-time course load per term / semester at this institution: _____ courses / credits

All courses in the Division of Natural Science/Mathematics, in English, or in a student's major or minor require departmental approval.
Approval for **all** courses in the major/minor department must be obtained whether or not they are intend to count towards your major/minor requirements.

At least one course below must be a language to satisfy the language requirement for approved programs.

Student Section (list primary and alternative courses)	Subject & Course No. at Host Institution	Course Title at Host Institution	Credit hrs at Host Institution	Department/Registrar Section	Approved for Transfer? Y/N	Approved for Major / Minor? Y/N	Equivalent Colgate Course (Subject/academic level (100, 200, etc) or equivalent course)	Department Chair or Representative Signature (Dept. may approve extra courses to allow flexibility in course selection but students will be held to major/minor transfer limits stated in catalogue)	

It is the student's responsibility to have an official transcript of all coursework forwarded to the Registrar's Office immediately upon completion of the program.

Student must sign the first page of this form and obtain required signatures before submitting to the Office of the Registrar

FOR REGISTRAR'S OFFICE USE ONLY:

Prior AP/Transfer Credits: _____ Probable New Transfer Credits Approved: _____

Total AP/Transfer Credits: _____

Registrar's Office Signature: _____ Date: _____