This form must be signed and submitted to the registrar’s office by May 1 (summer term) or December 1 (intersession).

1. Students are permitted to count a maximum of 6 transfer 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. **Restrictions:**
   - Courses must be taken at a fully accredited institution.
   - Rising juniors and seniors may not receive transfer credit for courses taken at 2-year colleges.
   - 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).
   - Credit is not awarded for independent studies, field research, or other experiential learning courses. See the Office of the Career Services web page for requirements regarding credit for internships.
   - Courses may not be counted toward Colgate’s Area of Inquiry, Common Core, or Global Engagements requirements.
   - Courses may not be taken on a satisfactory/unsatisfactory (S/U), pass/fail (P/F), or other ungraded basis.
   - Courses cannot be repeated at another institution if a grade of D- or higher was earned at Colgate.

3. **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.

4. **Credits:** Credit for traditional classroom-based courses awarded as follows:

<table>
<thead>
<tr>
<th>Length of Course</th>
<th>Scheduled Classroom Hrs</th>
<th>Credit Per Course</th>
<th>Max Credits per Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks</td>
<td>30+ hours</td>
<td>.50</td>
<td>.50</td>
</tr>
<tr>
<td>4+ weeks</td>
<td>30 – 36.99 hours</td>
<td>.50</td>
<td>1.00</td>
</tr>
<tr>
<td>4 or 5 weeks</td>
<td>37+ hours</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>6+ weeks</td>
<td>37+ hours</td>
<td>1.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Note: certain departments may have additional requirements for summer classroom/lab contact hours

5. **Online Course Program:** Online courses from a limited list of approved institutions will be considered for transfer credit. Refer to the registrar’s office web page (www.colgate.edu/registrar/transfercredit) for more information. No credit will be awarded for online courses outside of the approved institution list. Note: 3-5 weeks = 0.5 credit; 6+ weeks = 1.0 credit.

6. **Grades:** A grade of “C” or better must be earned in order for credit to be awarded. The grade(s) will be recorded as “TR” and not factored into the Colgate GPA.

7. Students must submit the course syllabus, official transcript, and complete a course evaluation at the conclusion of the course(s). Credit for summer courses will not be recorded on a student’s Colgate transcript until these three requirements have been met.

8. Students seeking transfer credit for summer study outside of the United States may also be required to meet with an adviser from the Off-Campus Study Office. Transfer credit from summer study abroad will only be considered from U.S. university-led programs, direct enrollment at a foreign university, or from providers listed on Colgate’s Approved Programs list.

For more information on summer/intersession transfer credit policies and regulations refer to the Office of the Registrar’s 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

Correspondence regarding transfer credit can be directed to transfercredit@colgate.edu
### Course Approval - Summer/Intersession

**PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>ID: ____________________________</th>
<th>Class Year: ____________________________</th>
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</thead>
<tbody>
<tr>
<td>Major: ____________________________</td>
<td>2nd Major or Minor (if applicable): ____________________________</td>
<td></td>
</tr>
<tr>
<td>Institution: ____________________________</td>
<td>Session/Term Dates: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Summer online courses only:** Approved colleges/university, policies, and procedures related to this program can be found at www.colgate.edu/registrar/transfercredit.

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

Students should list primary and alternate choices on this application.

<table>
<thead>
<tr>
<th>Subject &amp; course no.</th>
<th>Course Title at Host Institution</th>
<th>Number of Weeks</th>
<th>Classroom hrs per Week (If online, write “online”)</th>
<th>Credit hrs at Host Institution</th>
<th>Approved for Transfer? Y/N</th>
<th>Approved for Major / Minor? Y/N</th>
<th>Equivalent Colgate Course (Subject/academic level (100 200, etc) or equivalent course)</th>
<th>Department Chair or Representative Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Online Only: Students must submit the following upon completion of the online course(s) before credit will be awarded:

1) official transcript, 2) course syllabus/syllabi, and 3) complete the Colgate course evaluation.

**FOR REGISTRAR'S OFFICE USE ONLY:**

Prior AP/ Transfer Credits: ____________________________ Credits Approved: ____________________________

Total AP/Transfer Credits: ____________________________

Registrar’s Office Signature: ____________________________ Date: ____________________________

Rev. 09/2016