

**COLGATE UNIVERSITY OFFICE OF THE REGISTRAR
GUIDELINES FOR TRANSFER OF
PRE-MATRICULATION COURSE CREDIT**

ADVANCED PLACEMENT CREDIT

Upon submission of official test scores, Colgate credit is granted to first-year students who achieve a satisfactory score on certain Advanced Placement exams. (Please refer to the chart near the back of the Course Registration booklet.) Colgate normally receives test scores directly from the College Entrance Examination Board (CEEB). If you are unsure as to whether your scores have been submitted to Colgate, please contact the CEEB at 888-Call-4AP (888-225-5427).

TRANSFER CREDIT

First-year students who have completed coursework at other colleges or universities may be eligible to apply such coursework toward their Colgate degree. To be considered for credit, the courses must meet the following criteria:

1. College courses must have been taken on an accredited college or university campus, in competition with degree candidates of that institution and taught by a regular member of the faculty.
 2. **College-level courses taken in the high school and/or taught only to high school students are not eligible for transfer credit.**
 3. A minimum grade of "C" must have been earned in each course considered for transfer. Courses may not be taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other ungraded basis.
 4. Courses must fall within the scope of Colgate's liberal arts curriculum.
 5. Courses taken at U.S. institutions must have a credit value of at least 5 quarter hours or 3 semester hours.
 6. Transfer credit for summer courses or courses taken abroad will be evaluated on an individual basis.
- Students must complete the **Application for Transfer of Pre-Matriculation Course Credit**, and return it to the Registrar's Office.
 - A catalogue description must be submitted for each college course being considered for transfer. An official transcript must also be sent to the Registrar's Office, *unless one has already been submitted to Admissions*.
 - Courses taken in the Division of Natural Sciences and Mathematics or in the department of English require the approval of the appropriate department chairperson. The department may require additional information, such as a course syllabus or examples of work. Be prepared to produce this information upon request.
 - Students are permitted to count a maximum of 6 AP and/or transfer credits toward their Colgate degree. Pre-matriculation credits are counted toward this maximum.
 - Pre-matriculation credits may be counted toward a concentration, with the approval of the department.
 - Pre-matriculation credits may **not** be used to fulfill Colgate's distribution requirement.
 - Colgate does not award credit for internships, independent studies, on-line or experiential learning courses.
 - Transfer credit will be forfeited if a student subsequently enrolls in an equivalent or substantially overlapping course at Colgate.
 - Students who wish to count pre-matriculation credit toward their Colgate degree must be certain that all required paperwork is filed with the Registrar's Office **no later than March of their sophomore year**.