



COLGATE UNIVERSITY REQUIREMENTS FOR TRANSFER OF SUMMER / INTERSESSION COURSES

1. Regularly admitted students are permitted to count a maximum of 6 transfer credits (including Advanced Placement) toward the Colgate degree. Students who were admitted to Colgate as transfer students should contact the registrar's office to determine whether additional non-Colgate credits may be accepted.
2. To be eligible for transfer credit, courses must meet the following criteria:
 - must meet for a minimum of 3 weeks **and** 30 classroom hours (see item 3 below);
 - must fall within the scope of Colgate's liberal arts curriculum;
 - may not duplicate or substantially overlap previous coursework or coursework required to be taken on campus;
 - must be taken at a fully accredited institution.
3. Courses that meet for a minimum of 3 weeks **and** 30 classroom hours are eligible to earn 0.50 course credits; courses that meet for a minimum of 5 weeks **and** 40 classroom hours are eligible to earn 1.00 course credit.
4. Students may receive credit for no more than 1 course per summer session if the session is less than 6 weeks in length. Students may receive credit for up to 2 courses per session if the session is 6 or more weeks in length.
5. Rising juniors and seniors may not receive transfer credit for courses taken at a 2-year college.
6. Course descriptions must be provided with the completed Application for Transfer of Course Credit. In most cases, descriptions may be obtained from the institution's website. More detailed information, such as a course syllabus, may be required for departmental/program or major/minor approval.
7. Courses taken in the Division of Natural Sciences and Mathematics, English, or the student's major or minor must be approved by the department/program prior to submitting the completed Application for Transfer of Course Credit to the registrar's office.
8. Summer or intersession courses may **not** be counted toward Colgate's Areas of Inquiry or Global Engagements requirements.
9. A grade of "C" or better must be earned in order for courses to be eligible for transfer credit. Courses may **not** be taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other ungraded basis.
10. Colgate does not award transfer credit for internships, independent studies, field research, or other experiential learning courses. (See *Colgate University Catalogue* for study abroad exceptions.)
11. Students who are unsure of the course(s) they will take must submit a transfer credit application that lists course(s) they are considering. Once registration has been determined, students should email the required information to tcarhart@colgate.edu.
12. This form must be signed below, attached to the completed Application for Transfer of Course Credit and submitted to the registrar's office by May 1(summer session) or December 1 (intersession). **Transfer credit cannot be guaranteed for students who do not follow this procedure.**

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 on my Application for Transfer of Course Credit. Failure to do so may result in the denial of transfer credit.

Signature

Date

Printed Name

ID Number