



# Colgate University Office of the Registrar Application for Transfer of Course Credit

13 Oak Drive  
Hamilton, NY 13346  
Phone: 315-228-7408  
Fax: 315-228-7125  
registrar@colgate.edu  
[www.colgate.edu/registrar](http://www.colgate.edu/registrar)

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Class Year: \_\_\_\_\_

CU Box: \_\_\_\_\_ Major: \_\_\_\_\_ 2nd Major or Minor (if declared): \_\_\_\_\_

Name of Program AND Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Session/Term Dates: \_\_\_\_\_ Normal full-time course load per term at this institution? \_\_\_\_\_ courses / credits Credit System: (circle one) semester quarter other

**All courses in the department of English, the division of natural science/mathematics or in a student's subject of major or minor require department pre-approval.**

\_\_\_\_\_ **FOR REGISTRAR / DEPARTMENT USE ONLY** \_\_\_\_\_

Subject & Course No.	Course Title	Number of Weeks	Classroom Hours per week	Credit hrs or course value	Approved?	Colgate Course No.	Dept Chair or Representative signature (If required)	Approved For Major/Minor?

**SEMESTER HOUR/QUARTER HOUR CONVERSION CHART**  
(May not apply to foreign institutions / programs)

\*Courses with a value of 1 or 2 semester hours or less than 5 quarter hours will not normally be considered for transfer credit.

Number of Colgate Course credits desired	Cumulative Semester Hours Required	OR	Cumulative Quarter Hours Required
1	3-5		5-8
2	6-8		9-13
3	9-12		14-19
4	13-16		20-25
5	17-20		26-31
6	21-24		32-37

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. In order to be eligible for transfer courses must be passed with a grade of C or higher, may not be taken S/U or P/F, and must not substantially overlap with or duplicate courses taken or to be taken at Colgate.

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

Prior AP/Transfer Credits \_\_\_\_\_

New Transfer Credits Approved: \_\_\_\_\_

Total AP/Transfer Credits: \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

White - Registrar      Yellow - Student