1. All transfer credit must be approved by the Registrar’s Office prior to enrolling in the courses.

2. Regularly admitted students are allowed a maximum of 6 AP and/or transfer course credits during their Colgate careers. Students may check their transcripts on the web if they are unsure of the number of AP/transfer credits that have been accepted previously. Students who were admitted to Colgate as transfer students should contact the Registrar’s Office to determine whether additional transfer credit may be accepted.

3. Summer courses must meet the following criteria to be eligible for transfer credit:
   - must be taken at a fully accredited institution
   - rising juniors and seniors may not receive transfer credit for courses taken at a two-year college
   - must be a minimum of four (4) weeks in length
   - must meet for a minimum of thirty-five (35) classroom hours
   - must fall within the scope of Colgate’s liberal arts curriculum
   - may not duplicate or substantially overlap previous coursework

   **Students may receive credit for no more than 1 course per summer session if the session is less than six (6) weeks in length. Students may receive credit for 2 courses per session if the session is six (6) or more weeks in length.**

4. Course descriptions must be provided with the completed Transfer of Credit Application. 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 or concentration approval.

5. Courses taken in the Division of Natural Sciences and Mathematics, English, or the student’s area of major or minor concentration must be approved by the department prior to submitting the completed Transfer of Credit Application to the Registrar’s Office.

6. Students who are unsure of the course(s) that they will take must submit a Transfer of Credit Application that lists any course(s) that they are considering. Once final enrollment has been determined, students should email the information to tcarhart@mail.colgate.edu.

7. Colgate does not award transfer credit for internships, independent studies, field research or other experiential learning courses.

8. Summer transfer credits may not be counted toward Colgate’s distribution requirement.

9. A grade of “C” or better must be earned in order for courses to be eligible for transfer.

10. Courses may not be taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other ungraded basis.

11. This form must be signed below, attached to the completed Transfer of Credit Application and submitted to the Registrar’s Office by May 1. 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 Transfer of Credit Application. Failure to do so may result in the denial of transfer credit.

______________________________________________  __________________________________________
Signature                                      Date

______________________________________________  __________________________________________
Printed Name                                  ID Number

Please retain yellow copy for your records