Transfer of Credit Application for Summer/Intersession

This form must be signed and submitted to the registrar's office at least one month before the start of the course.

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.
   - Courses must be comparable to those offered at Colgate and fit within the scope of our liberal arts curriculum. (Business, marketing, vocational or professional courses and National Outdoor Leadership [NOLS] courses are examples of courses that will not be considered.)
   - Credit is not awarded for independent studies, field research or other experiential learning courses. See Career Services' web page for information 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 Sciences & Mathematics, English and a student's major or minor require department pre-approval.** Approval is required for **all** courses that are within the student's major/minor even if the course(s) are not being counted towards their 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:

Length of course:	Scheduled classroom hours:	Credit per course:	Max credits per session:
3 weeks	30+ hours	.50	.50
4+ weeks	30 – 36.99 hours	.50	1.00
4 or 5 weeks	37+ hours	1.00	1.00
6+ weeks	37+ hours	1.00	2.00

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

5. **Online Course Program:**
   - No more than two online courses may be transferred toward a student's degree.
   - Online courses from a limited list of approved institutions will be considered for transfer credit. No credit will be awarded for online courses outside of the approved institution list. Refer to the registrar's office web page for more information.
   - Online courses that meet for 3-5 weeks will be eligible for 0.5-course credit and courses that meet for 6 or more weeks will be eligible for 1.00 course credit.
   - 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.

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 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/International Programs 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

Course Approval - Summer/Intersession

PRINT CLEARLY

Student Name: _____ ID: _____ Class Year: _____

Major: _____ Second Major or Minors (if applicable): _____

Institution: _____ Session/Term Dates: _____

Reminder: All courses in the Division of Natural Science/Mathematics, in English, or in the student's major or minor require departmental approval. Whether or not they are intended to count towards your major/minor requirements, approval is required for **all** courses in the major/minor department.

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

Students should list primary and alternate choices on this application.

	Subject & course # at the host institution	Course title at the host institution	Number of weeks	Classroom hours per week (If online, write "online")	Credit value at host institution		Approved for graduation credit? Y/N	Approved for major/minor credit? Y/N	What is the equivalent Colgate course? (Subject & course #)	Department Chair or Representative Signature (The department may approve extra courses to allow flexibility in course selection but students will be held to major/minor transfer limits in catalog)
Student Section						Department/Registrar Section				

For online transfer credit 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

Student must sign the first page of this form and obtain required signatures before submitting to the Office of the Registrar

FOR REGISTRAR'S USE ONLY:

Prior AP/transfer credit: _____ Probable new transfer credits approved: _____

Total AP/transfer credits: _____

Registrar's Office signature: _____ Date: _____

Revised 4/2019