



## Colgate University Office of the Registrar Transfer Credit Application for Leave of Absence

13 Oak Drive Hamilton, New York 13346 315-228-7408

This form must be signed and submitted to the registrar's office by April 15 (fall term) or November 15 (spring term).

1. Students are permitted to count a maximum of 6 transfer course 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.
  - Credit is awarded only for liberal arts courses compatible with the Colgate curriculum (e.g., courses in business, marketing, applied health care do not transfer).
  - Colgate does not award transfer credit for independent studies, field research, or experiential learning courses. See the Office of the Career Services web page for requirements regarding credit for internships.
  - Courses may not be taken on a satisfactory/unsatisfactory (S/U), pass/fail (P/F), or other ungraded basis.
  - Courses may not be repeated at another institution if a grade of D- or higher was earned at Colgate.
3. **All courses in the Division of Natural Science/Mathematics, in English, or in a student's major or minor require department pre-approval.** Approval for all courses in the major/minor department must be obtained whether or not they are intended to count toward major/minor requirements.
  - All other courses not in the above listed categories will be reviewed by the Office of the Registrar.
  - Course descriptions should 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. **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.
5. **Credits:** Colgate operates on a course credit system, not a semester-hour or quarter-hour system. Please see the credit conversion chart below. Courses worth fewer than 3 semester or 5 quarter credits are not normally be considered for transfer.

Total semester credits		Total quarter credits		Number of transfer credits
3-5	or	5-8	=	1
6-8	or	9-13	=	2
9-12	or	14-19	=	3
13-16	or	20-25	=	4

6. Students should list primary and alternate course choices on the form. If changes to registration occur or additional courses need pre-approval, students must email the required information to [transfercredit@colgate.edu](mailto:transfercredit@colgate.edu) as soon as possible.
7. It is the student's responsibility to have an official transcript for all coursework forwarded to the Registrar's Office immediately upon completion of the course(s).

For more information on fall/spring 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

**Correspondence regarding transfer credit can be directed to [transfercredit@colgate.edu](mailto:transfercredit@colgate.edu)**

# Course Approval - Fall/Spring Leave of Absence

13 Oak Drive  
Hamilton, NY 13346  
Phone: 315-228-7408

Fax: 315-228-7125  
transfercredit@colgate.edu  
www.colgate.edu/registrar

PRINT CLEARLY

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

Major: \_\_\_\_\_ 2nd Major or Minor (if applicable): \_\_\_\_\_

Program / Institution: \_\_\_\_\_ Session / Term Dates: \_\_\_\_\_

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

**All courses in the Division of Natural Science/Mathematics, in English, or in a student's major or minor also require departmental approval.**  
Approval for all courses in the major/minor department must be obtained whether or not they are intend to count towards your major/minor requirements

Student Section (List primary and alternative courses)	Subject & Course No. at Host Institution	Course Title at Host Institution	Credit hrs at Host Institution	Department/Registrar Section	Approved for Transfer? Y/N	Approved for Major / Minor? Y/N	Equivalent Colgate Course (Subject/academic level (100, 200, etc) or equivalent course)	Department Chair or Representative Signature (Dept. may approve extra courses to allow flexibility in course selection but students will be held to major/minor transfer limits stated in catalogue)	

It is the student's responsibility to have an official transcript of all coursework forwarded to the Office of the Registrar immediately upon completion of the program.

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

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

Prior AP/ Transfer Credits: \_\_\_\_\_ Probable New Transfer Credits Approved: \_\_\_\_\_

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

Registrar's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_