



## Colgate University Office of the Registrar Transfer of Pre-matriculation Credit Application

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

First-year students who have completed coursework at other colleges or universities may be eligible to apply such coursework toward their Colgate degree. Do not use this form for AP/IB/other international exam credit.

1. Regular-admit students are permitted to count a maximum of 6 transfer course credits (including Advanced Placement and other pre-matriculation credit) toward the Colgate degree.
2. To be considered for credit, the courses must meet the following criteria:
  - **College-level courses taken in the high school and/or taught only to high school students are not eligible for transfer credit.** College courses must have been taken on an accredited college or university campus, in competition with degree candidates of that institution and taught by a regular member of the faculty. No credit will be awarded for online courses.
  - A minimum grade of “C” must have been earned in each course considered for transfer, though grades are not recorded on the Colgate transcript.
  - Courses may not be taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other ungraded basis.
  - Courses must fall within the scope of Colgate’s liberal arts curriculum. Colgate does not award credit for internships, independent studies, online or experiential learning courses.
  - Courses taken at U.S. institutions must have a credit value of at least 5 quarter hours or 3 semester hours.
3. To receive credit for pre-matriculation credit, students must:
  - Submit an official transcript from the institution, unless one has already been submitted to the Office of Admission.
  - Submit this form (both pages) and a catalogue description of each course being considered for transfer.
4. Transfer credit for summer courses or courses taken abroad will be evaluated on an individual basis.
5. Courses taken in the Division of Natural Sciences and Mathematics or in the department of English require the approval of the appropriate department chairperson. The department may require additional information, such as a course syllabus or examples of work. Be prepared to produce this information upon request.
6. Pre-matriculation credits may be counted toward a major only with the approval of the department.
7. Pre-matriculation credits may **not** be used to fulfill any Liberal Arts Core Curriculum requirements.
8. Transfer credit will be forfeited if a student subsequently enrolls in an equivalent or substantially overlapping course at Colgate.

This form should be submitted to the registrar’s office before registration during the spring semester of the sophomore year.

# Course Approval - Pre-matriculation

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

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

**\*\*DO NOT USE THIS FORM FOR AP CREDIT\*\***

PRINT CLEARLY

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

Have official transcripts been submitted to Colgate's Admissions Office: Yes \_\_\_\_\_ No \_\_\_\_\_

Was this course(s) taken as part of a high school cooperative program: Yes \_\_\_\_\_ No \_\_\_\_\_

Was the course(s) taken on the college/university campus, with degree-seeking students at that institution: Yes \_\_\_\_\_ No \_\_\_\_\_

Was the course(s) taken online: Yes \_\_\_\_\_ No \_\_\_\_\_ If so, write 'online' under classroom hours per week column in chart below.

FOR REGISTRAR'S  
OFFICES USE ONLY

Institution Name	Dates of Term/ Semester	Subject & Course No.	Course Title	Number of Weeks in Term	Classroom Hours per Week	Credit Hrs.	CU Course

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

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

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

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