New summer transfer credit process

We have a new process for getting summer classes evaluated. There are two steps in the process that need to be completed in order to get classes evaluated by the registrar's office. The first one is a course equivalency form and the second is a course selection form.

Prior to filling out the course equivalency form, you will need to review the department transfer credit policies at Colgate. There are some departments/programs that want to discuss your plans before you can submit a course equivalency form and there are some departments/programs that have additional steps that you need to take in addition to the course equivalency form. Failure to follow their rules and procedures will cause delays on your form being reviewed.

First step - Submitting a Summer Course Equivalency Form:

This form should be submitted at least one month prior to the start of your course.

1. You will need to complete one form per summer course.
2. You must acknowledge everything on the first page before clicking Next.
3. Make sure to select the appropriate summer term.
4. Select the host institution from the drop-down list.
5. Enter the start and end dates of the summer course.
6. Select the instructional method (E.g. in-person or remote).
7. Enter in the host institution's course information (E.g. subject code, course number, title and credit value).
8. Answer the 3 yes/no questions and provide the necessary information:
   a. If the course has a required lab component, enter in all the lab information.
   b. If the course has prerequisites, please list all of them. (You can use the add button if there is more than one course listed as a prerequisite.)
   c. If you are seeking major or minor credit, indicate the department/program code (E.g. ANTH, COSC, MBIO, etc.) you are looking to get credit in. (This code will need to be four letters in length.)
9. Attach the course syllabus. You will need to name the document in this format:
   a. First the name of host institution
   b. Second the subject code & course number.
10. Should you have any comments you would like the registrar's office to be aware of, please use the comment box.
11. Click "Submit" to send your completed form to the registrar's office.You will receive a confirmation email once the form has been received by the registrar's office.

Once received, the registrar's office will start the evaluation process. You should have a response within 1-2 weeks letting you know if the course was approved or denied for Colgate credit. Upon final approval, you will receive an email with a copy of your completed form. Be sure to read all the approval emails carefully, as you will need the document ID number in the approval email to complete the second step of the process – the course selection form.

Final step - Submitting a Course Selection Form:

While you can submit numerous courses for evaluation, the course selection form narrows down the courses you actually plan to take.

1. You must submit a course selection form with all the courses you plan to take. You can enter a maximum of two courses.
2. Select the type of credit you are applying for: Summer Transfer Credit.
3. Make sure to select the appropriate summer term.
4. Click "Next".
5. You must acknowledge all the boxes on the first page before clicking Next.
6. Enter the document ID number from the course equivalency approval email. (All the necessary information will be prefilled.)
7. If you're looking to take another course but at another institution, click "Add" on the right-hand side of the form to add another course to your form.
8. Should you have any comments for the registrar's office, please use the additional comments box.
9. Click "Submit" to send your form to the registrar's office.You will receive a confirmation email once your form has been received by the registrar's office.

Your completed form will be reviewed within 3-5 business days by the registrar's office. Upon review, the credit value for each course will be assigned as well as an overall transfer credit total. This lets you know where you stand in relation to the maximum number of transfer credits you can receive at Colgate.

Once you have an approved course selection form, you can take the approved courses. Should anything change, or you need an additional course reviewed, you must submit a new form as soon as possible. We do not recommend taking classes that have not been officially approved by our office.

Following the completion of a summer course, a student must:

1. Have an official transcript sent directly from the host institution to the registrar's office at Colgate. Electronic transcripts have to come in a secure format. PDF's will not be accepted.
2. Complete an online course evaluation (comparable to the Colgate Student Evaluation of Teaching). An email will be sent with the link to the evaluation after we receive the official transcript.
3. Get any final approvals for courses that were provisional approved (E.g. Political Science, English, etc.).

Credit for summer courses will not be recorded on a student's Colgate transcript until these three requirements have been met. Course syllabi will be reviewed by departments and programs to assess course content, assignments, and methods of evaluation, and overall quality and comparability to Colgate courses. The review will not affect the student's ability to receive transfer

credit for courses already completed, provided that the course was pre-approved by the registrar's office.

If you have any questions, please direct them to transfercredit@colgate.edu.