COLGATE UNIVERSITY
Office of the Registrar

Transfer of Pre-Matriculation Credit Application

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.
   - 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 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.

Student's signature:_____ Date:_____

Course Approval for Pre-Matriculation

DO NOT USE THIS FORM FOR AP CREDIT

PRINT CLEARLY

Student's 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/Transfer Credits: _____

New Transfer Credits Approved: _____

Total AP/Transfer Credits: _____

Registrar's Office Signature: _____ **Date:** _____

Colgate University

Office of the Registrar
13 Oak Drive, Hamilton, NY 13346
Phone: (315) 228-7408 · Fax: (315) 228-7125
Email: transfercredit@colgate.edu

Verification of Prior Institution Credit for Pre-Matriculation Credit

Regular-admit students are allowed to count a maximum of 6 transfer course credits (including Advanced Placement and other pre-matriculation credit) toward their Colgate University degree. College-level courses completed prior to matriculation at Colgate may be transferable. To be considered for credit(s), the course(s) must meet certain criteria.

To be completed by student:

Student Name: _____
                           Last   **First**   **Middle**

Student ID #: _____

Prior institution's name: _____

Courses Information (subject area, course number & title):	Course Modality (on campus vs. online):	For Official Use Only
		☐
		☐
		☐
		☐
		☐
		☐

To be completed by the Registrar (or Registrar's designee) at the prior institution:

The above-named student is seeking transfer credit(s) at Colgate University for work completed at your institution. In order for credit(s) to qualify, coursework must meet all the following criteria. Please confirm the course(s) meet all these requirements:

1. This course was taken on my accredited college or university campus.
2. This course was taken in competition with degree-seeking candidates at my institution.
3. This course was taught by a regular member of my institution's faculty.

If the course meets the criteria in 1-3, please check the box above and sign below. Please return this form to the address listed above at your earliest convenience. We appreciate your assistance.

School Official's Name and Title: _____

School Official Signature: _____ **Date:** _____

(Institutional seal/stamp required here)