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. Credits: Students are expected to take a full-time course load as defined by the approved program, which may vary from program to program. Upon completion of a full semester of pre-approved coursework a student will earn four (4) transfer course credits.
   - Courses worth fewer than 3 credits will not normally be considered for transfer.
   - Permission to deviate from a full-time course load must be granted in advance by the director of Colgate's Office of Off-Campus Study and by the Associate Dean of the Faculty.

3. Restrictions:
   - 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 internships, practicums, or other service learning courses.
   - Courses may not be taken on a satisfactory/unsatisfactory (S/U), pass/fail (P/F), or other ungraded basis.
   - Courses may not be repeated if a grade of D- or higher was earned at Colgate.

4. 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 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.

5. Independent Studies/Field Research: Independent studies/field research are only eligible for credit when they are a required part of the approved program (e.g., SIT). Submission of the Independent Study for Non-Colgate Study Abroad Programs (available in the Office of the Registrar) is required with this form.

6. Grades: All grades earned on approved programs will appear on the Colgate transcript, but will not be factored into the GPA.

7. 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 as soon as possible.

8. If “provisional” approval is granted by the department(s), the student is responsible for obtaining final approval for the course upon returning to Colgate.

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

For more information on transfer credit policies and regulations refer to the Office of the Registrar’s web page. For more information regarding the approved programs refer to the Off-Campus Studies 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
### Course Approval - Approved Programs

**PRINT CLEARLY**

Student Name: ___________________________ ID: ___________________________ Class Year: ___________________________

Major: ________________________________________________________________________

2nd Major or Minor (if applicable): ____________________________________________

Program / Institution: ___________________________________________________________________________

Session / Term: _____________________________________________

Normal full-time course load per term / semester at this institution: ________________ courses / credits

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**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.

<table>
<thead>
<tr>
<th>Subject &amp; Course No. at Host Institution</th>
<th>Credit hrs at Host Institution</th>
<th>Approved for Transfer? Y/N</th>
<th>Approved for Major / Minor? Y/N</th>
<th>Equivalent Colgate Course (Subject/academic level (100, 200, etc) or equivalent course)</th>
<th>Department Chair or Representative Signature</th>
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**Student Section (list primary and alternative courses)**

**Department/Registrar Section**

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

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**FOR REGISTRAR’S OFFICE USE ONLY:**

Prior AP/Transfer Credits: ____________________ Credits Approved: ____________________

Total AP/Transfer Credits: ____________________

Registrar’s Office Signature: ____________________ Date: ____________________

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Rev. 09/2015