



Checklist for requesting transfer of credit

please print your name

date checklist & materials submitted

This checklist will guide you in preparing a successful request for transfer credits.

Be sure to check the Registrar's web site for relevant details.

- I have attached a full syllabus from the offering institution, for each course being requested, including all of the following:
 - the reading assignments (text),
 - the evaluation methods (exams and homework),
 - the schedule of class meetings, and
 - the professor's name and title.

- I have attached the completed Registrar's official Transfer Credit Request Form.

Be sure to fill out both sides of this form. There is information that you must provide on the back side of the form as well as on the front side. Without all of that information, we are not permitted to approve your request. This is especially true for the number of hours of course credit.

- I understand that the courses must satisfy all of the College regulations about transfer credits as found in the ORC.

For example:

No credit will be awarded for a course dropped or withdrawn from before completion; unless the withdrawal is authorized, the course will be included with a failing grade in the student's cumulative average. No more than eight courses passed with the grade of D (including those received under the Non-Recording Option) may be counted toward the thirty-five courses required for graduation. No more than 17 transfer courses may be counted toward graduation.

Courses offered by accredited four year degree-granting institutions are potentially acceptable for transfer credit provided the courses are an integral part of an officially defined Arts and Sciences curriculum; those given by extension programs, junior or community colleges or internship programs are not transferable.

- The requested courses are not being used to satisfy the 50, 60, or 80 course requirements for the major or minor.
- I understand that distributive credit will only be granted for courses that are approved as equivalent to a numbered PSYC course.
- I am requesting no more than 2 courses for major or minor credit.

- I understand that substitutions are not allowed for approved courses.
We recommend you obtain approval for more than the courses that you plan to take, so that you are prepared for or unexpected changes in course availability once you arrive at the remote campus.
- I am delivering this Checklist and the required forms to the PBS Department by the Registrar's deadline during the term BEFORE the transfer term.

Retroactive approval or approval after a course has begun will NOT be granted by PBS.

IMPORTANT NOTE

If any of the above check boxes cannot be checked, transfer credit cannot be granted.

Drop the Checklist and required forms in the PBS Department main office, Room 103 Moore Hall (which is open during normal business hours).