

CONNECTICUT COLLEGE TRANSFER CREDIT APPLICATION FORM

Instructions: <https://www.conncoll.edu/academics/registrar/academic-policy/transfer-credit/transfer-credit-process-current-students/>)

To obtain final approval and general (elective) credit once course is completed:

- Completed form with all preliminary approvals must be on file before enrolling in the course
- If courses are not pre-approved, there is no guarantee that credit will be granted
- Request official final transcript, mailed from institution to the Registrar's Office at Connecticut College or to registrar@conncoll.edu
Please be sure to specify the registrar email account so that this does not go to Admission
- All grades and credit values earned at the host institution are posted to the Connecticut College transcript exactly as they appear and are included in the student's GPA. If unsure of credit value, please contact the institution that will issue the transcript.
- Courses will be evaluated for final approval & posted by the end of drop/add period in the next fall/spring semester in which you are enrolled here
- ****Courses approved for Major or Minor will require Course Exception form to move courses within degree audit**

Student Name: _____ Camel ID: _____ Class Year: _____
Last First Middle

Major(s)/Minors(s): _____ Date submitted: _____ Email: _____

Courses to be taken at (official transcript to be issued from):

Accredited Institution: _____ City/State: _____ Country: _____

Term: ☐ Summer ☐ Winter ☐ Fall Semester* ☐ Spring Semester* Year: _____ **Start/End Date of Course(s)*:** _____

***Students may only transfer credit back for the fall/spring semester if they are on medical leave, or have Committee on Academic Standing approval while on leave.** Students may not be simultaneously enrolled at Connecticut College and taking classes elsewhere

STUDENT: Complete this section based on information from host institution		DEPARTMENT/PROGRAM CHAIR: (See Reverse for instructions) Please check appropriate columns for approval			
Title of course(s) (Please print)	Online Course? (Yes or No)	For the Major**	For the Minor**	Approval to take Online	Course pre-approval: PRINTED NAME & SIGNATURE of Department/Program Chair

ALWAYS REQUIRED for preliminary approval

Adviser Approval

PRINTED NAME & SIGNATURE _____ Date: _____

Class Dean's Approval SIGNATURE _____ **Date:** _____

FORM MUST BE RETURNED TO YOUR CLASS DEAN, WHO WILL FILE WITH REGISTRAR'S OFFICE