

POLICY AND PROCEDURE GOVERNING PERMISSION TO TRANSFER CREDITS FROM ANOTHER COLLEGE OR INSTITUTION

Students matriculated at Connecticut College must comply with the following instructions and policies in order to transfer credit taken at another accredited institution.

1. Provide a copy of the description from the host institution's course catalog and, if possible, a course syllabus for credit approval.
2. Transfer credit must be pre-approved by the relevant department/program chair or designee prior to enrolling in the course if it will be used for major/minor. The adviser pre-approves general credit and the overall transfer credit application. The class dean's signature is always required. Submit the completed and approved form to the Registrar's Office.
3. Mode of Inquiry Credit approval is a separate process. Pre-approval should be sought via email to christopher.hammond@conncoll.edu, who can assist in this process.
4. Courses taken elsewhere must be graded. No grade of "P", "S" or "CR" will be accepted. Grades and credits are translated to the Connecticut College system for posting on the permanent record.
5. Transfer credit will be awarded upon receipt of a SEALED OFFICIAL TRANSCRIPT sent directly to the Registrar's Office or to degree@conncoll.edu

PLEASE READ THE FOLLOWING CAREFULLY. CONTACT THE REGISTRAR'S OFFICE OR THE CLASS DEAN WITH QUESTIONS.

APPROVALS REQUIRED:

The institution selected must be accredited to offer college level courses. The student must secure approval BEFORE enrolling in an outside course so that the course work in question can be applied toward the Connecticut College degree.

The form must be signed by the student's adviser. The class dean's signature is always required. Students planning on transferring courses that are offered online*, or those that will count toward the major or minor must also seek the approval of the appropriate department or program. All Mathematics, Computer Science, Physics, Astronomy, and Geophysics courses always require departmental approval, even if the course will only be used for general credit. **Please note that approval of online courses is at the sole discretion of the department/program; not all departments/programs approve online courses.*

Courses may not be repeated for credit. Any student who has received a passing grade and earned credit for an individual course may not repeat the course; this includes Advanced Placement and all course work taken at other institutions. Please note that this policy does not apply to certain Seminars, Individual Study courses, and courses specifically noted in the catalog that by faculty vote may be repeated. A student who has failed a course may repeat it. The original grade will remain on the record and will be calculated into the grade point average; the second grade will also be recorded and calculated into the grade point average.

ON-LINE COURSE WORK:

All on-line course work must be approved by the chair of the related department/program, even if the course is for elective credit only.

TRANSFER OF CREDITS AND GRADES FOR THE PERMANENT RECORD:

All grades and credits earned at the host institution are posted to the Connecticut College transcript and included in the student's overall GPA.

To ensure transfer of credit, once the course has been completed the student should request that the host institution send an official transcript directly to the Office of the Registrar at Connecticut College or to degree@conncoll.edu. **Courses will be evaluated and posted by the end of the drop/add period in the next fall or spring semester in which the student enrolls.** Course exceptions will be applied once the credit has been posted.

RESIDENCY REQUIREMENT FOR THE B.A. DEGREE:

Courses taken at Connecticut College will count toward the two-year (64 semester hours) residency requirement required for the B.A. degree. However, courses taken at any other institution will not count toward the residency requirement. All students are required to complete a minimum of 64 semester hours at Connecticut College.