



# **Transfer Credit Application Form**

## **INSTRUCTIONS AND POLICIES**

### **REQUIREMENTS:**

- All courses must meet for a *minimum of 4 weeks and for at least the same number of class hours* as an equivalent/similar Middlebury course. [N.B.: language, laboratory science, studio art, introductory economics and calculus, and some other courses at Middlebury meet for more than the standard 30-36 hours per semester.] *Courses that do not meet these minimum requirements are NOT transferable.*
- A student may transfer only 2 courses per summer session and no more than 4 in a single summer. Students seeking credit for **Calculus I** must take an exam on their return to receive credit.
- Only courses that meet the definition of a "liberal arts" course are transferable.
- Science courses will only transfer if they include a lab when the comparable Middlebury course includes a lab.
- Courses must be taken for a letter/numerical grade. Courses taken on a pass/fail basis are NOT transferable.
- Only courses taken after matriculation at Middlebury on semester- or year-long, pre-approved study abroad programs (including Middlebury's Schools Abroad) or pre-approved domestic programs will be counted into the GPA.
- Two-year college courses, unless taken before enrolling at Middlebury, are NOT transferable.
- Distance learning or "on-line" courses are NOT transferable.
- Middlebury course units are generally equivalent to 3 semester or 5 quarter hours.
- **Study abroad and pre-approved off-campus programs:** Students must complete a Study Abroad Evaluation before credit will be transferred or before an official transcript will be released; students who complete independent studies abroad must have projects approved by the appropriate faculty member. Please see the Off-Campus Study web page for complete details: [www.middlebury.edu/academics/ump/sap/reentry/transferecredit.htm](http://www.middlebury.edu/academics/ump/sap/reentry/transferecredit.htm)
- Use only one form for each institution at which you studied. Do NOT use a separate form for each course.
- Please see the Middlebury College catalog for a full description of transfer credit policies.

## **INSTRUCTIONS**

1. **Complete the following items on the reverse side**, including all general information at the top of the page and in the boxes in the Student Section (title, number of credits as indicated in the course catalogue or website). Leave all other boxes blank.
2. **Attach supporting documentation.** Supporting documentation must come from an official source (e.g., the college catalog, website or course syllabus) and must be presented in its original form (please do not retype or copy and paste into a Word document). Supporting documentation must include:
  - Course meeting schedule – days/week and hour per session (for courses taken in the U.S.)
  - Session calendar – date range for the length of the session the course is offered (for courses taken in the U.S.)
  - Course description and/or syllabus
3. Take this form to the appropriate Middlebury department chair(s) for their approval. They will fill out the appropriate boxes in their section if they are willing to approve the course(s) for transfer credit.
4. **To receive final approval:** You must take the completed form to Off-Campus Study (for study abroad) or the Registrar's Office (for courses taken in the U.S.) for final approval by the Dean of International Programs.
5. Ensure that an official transcript is sent directly to Off-Campus Study (for study abroad and pre-approved domestic off-campus study programs) or the Registrar (for courses taken in the U.S.) once the course is completed; hand-carried transcripts are not acceptable.

### **DEADLINES:**

- Requests for pre-approval of **summer courses** must be turned in to the Registrar's Office **no later than the last day of the spring semester exam period in May.**
- **Winter Term** application deadline: **October 15.**

**\*\*IF YOU DO NOT RECEIVE PRE-APPROVAL, THERE IS NO GUARANTEE  
THAT YOU WILL RECEIVE CREDIT\*\***