Transfer Credit Information and Guidelines

Eligibility of Courses for Transfer:

Please note that only liberal arts courses carrying at least three semester-hour credits or five quarter-hour credits with a grade of C- or better are eligible for transfer. Trimester or shorter programs are subject to significant limitations on their eligibility to transfer. Courses taken on college campuses, taught by college professors, for college students, and for which there are official transcripts may be considered for transfer. Courses that receive a grade of "D" or lower, audited courses, courses graded on a Pass/Fail or Credit/No Credit basis, and/or "distance learning courses" or online courses are not eligible for transfer. College courses taken in high school and/or applied toward a high school diploma or in a college/high school cooperative program are not transferable.

Registration:

It is usually not possible to complete the transfer of credit process prior to registering for your first semester of courses at Middlebury. You should plan to meet with the appropriate chair(s) and discuss the college-level material you have already covered and the most appropriate course(s) for you to take at Middlebury. This is the best way to register for courses in departments where you have already completed college-level work. In September, the Academic Forum is a good place to speak with the chairs of departments. In February, students need to meet with each chair individually. Your goal should be to avoid duplicating work already covered, since it is not possible to receive credit twice for the same coursework.

To Transfer Courses from U.S. Institutions:

Please have an official transcript sent to: Registrar’s Office, 5142 Middlebury College. When the office receives your transcript, you will be notified to pick up a Transfer Credit Application form (also available on the Registrar’s office webpage). For questions on the process to apply for transfer credit, contact the Registrar’s Office. Grades earned for transfer credit courses are not recorded on the Middlebury transcript. Once transfer courses are approved, credit will be displayed on the academic transcript on BannerWeb. Credit earned through transfer courses counts toward the 36 course credits students need to graduate.

To Transfer Courses Taken Abroad:

Please have a copy of your transcript sent to: Stacey Thebodo, International Programs and Off-Campus Study, Sunderland Language Center, Middlebury College. When Stacey has received the transcript, she will contact you to complete a Study Abroad Evaluation Form. At that time, if you are seeking specific departmental credit (major, minor, distribution) for any of the courses you took abroad, you should come to International Programs and Off-Campus Study and pick up a Transfer Credit Application Form (also available on Registrar’s office webpage). Take the form, together with the supporting materials described on the Transfer Credit form, to the chairs of the departments under which individual courses fall. The chairs will indicate on the form which courses may be used to satisfy major/minor, distribution, culture/civilization requirements, and/or any Middlebury course equivalents. Once you have obtained the chairs’ approvals, return the form to Stacey Thebodo for final approval by the Dean of International Programs. Please note: you do not have to complete the Transfer Credit Application form if you are receiving only general credit toward graduation. Once that process is completed, those credits approved for transfer will be entered on your academic record. No grades will be recorded. Transfer work will be displayed on your BannerWeb transcript page online.

To Transfer Credit from Qualifying International Test Scores

Please take the original documents (IB Certificate, A-Levels Certificate, etc.) to the Registrar’s Office, Forest Hall, for verification and evaluation. The original documents will be returned to you. Credit earned through qualifying test scores are recorded on the academic transcript and displayed on BannerWeb. Credit earned through qualifying scores counts toward the 36 course credits students need to graduate and may be used to satisfy academic distributions and cultures and civilizations college requirements.