

# Transfer Credit Application Form

(Please see instructions on the reverse side of this form.)

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Major(s): \_\_\_\_\_ Grad Year: \_\_\_\_\_

**Courses taken at:**

Institution Name: \_\_\_\_\_ City/State: \_\_\_\_\_ Country: \_\_\_\_\_

Term:  Summer  Fall semester  Spring Semester  Academic Year  Winter Term

Start/end dates of term (mm/dd/yy): \_\_\_\_\_

Did you take these courses during a pre-approved semester/year abroad?  Yes  No

**Students seeking pre-approval for summer, please complete this section:**

This institution is a  Semester OR  Quarter System (check one),

Class meets for: \_\_\_\_\_  
# of weeks
days of the week
# of meeting hrs per wk
TOTAL # of hours  
(M, T, W, Th, F)

**TO DEPARTMENT CHAIRS:** Please indicate: **(1)** if courses are to be counted for major or minor credit; **(2)** whether they fulfill a distribution and/or culture/civilization requirement; **(3)** any equivalent Middlebury course (needed to ensure that no student receives credit for the same work twice). And then, **(4)** line through columns that do not apply; **(5)** sign the appropriate box; and **(6)** use the following abbreviations: **Acad Distributions:** LIT, ART, PHL, HIS, SCI, DED, SOC, LNG; **Culture/Civ:** AAL, CMP, EUR, NOR.

STUDENT: Please complete this column based on info. from transcript	DEPARTMENT CHAIR: Please Complete Each Column Below						Leave Blank:
List <u>Course Title(s)</u> for which you are seeking credit (Please print)	List <u>Major</u> and specific requirement the course satisfies, e.g. as elective, jr. or sr. seminar, substitution.	List <u>Minor</u> , if credit eligible	Indicate <u>Acad Distrib.</u> Satisfied	Indicate <u>Culture/Civ.</u> Satisfied	<u>Equivalent Middlebury Course #</u> (if any)	If Credit Approved SIGNATURE of Department Chair	# General Credits

**For Administrative Use Only:**

Pre-Approved \_\_\_\_\_ #of Credits Pre-Approved \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

# 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 online 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 an official Middlebury transcript will be released; students who complete independent studies abroad must have projects approved by the appropriate faculty member. Please see the [International Programs web page](http://www.middlebury.edu/international/sa/returning/credit) for complete details: <http://www.middlebury.edu/international/sa/returning/credit>
- 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 handbook](http://www.middlebury.edu/about/handbook/ug-college-policies/ug-policies/academics/x-courses-ocs) for a full description of transfer credit policies: <http://www.middlebury.edu/about/handbook/ug-college-policies/ug-policies/academics/x-courses-ocs>
- **DEADLINES:** Requests for pre-approval of **summer courses** must be turned in **no later than the last day of the spring semester exam period in May. The Winter Term** application deadline is **October 15.**
- **\*IF YOU DO NOT RECEIVE PRE-APPROVAL, THERE IS NO GUARANTEE THAT YOU WILL RECEIVE CREDIT\***

## 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. 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 (do not retype or copy and paste into a Word document). Supporting documentation must include:
  - Course meeting schedule – days/week and hour per session
  - Session calendar – date range for the length of the session the course is offered
  - Course description and/or syllabus**Any application forms submitted without supporting documentation will not be reviewed!**
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. **Submit completed form to:**
  - **For courses taken in the US:** Return form to the *Registrar's Office* along with all required supporting documentation
  - **For courses taken abroad:**
    - Return the Transfer Credit Application Form to *International Programs* (Sunderland Language Center) along with all required supporting documentation (see #2 above) and any relevant information about the study abroad program
    - For SUMMER ABROAD courses: You must also complete the online [Summer Study Abroad Application Form](http://studyabroad.middlebury.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10376) ([http://studyabroad.middlebury.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10376](http://studyabroad.middlebury.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10376))
5. Ensure that **an official transcript** is sent directly to International Programs (for study abroad and pre-approved domestic off-campus study programs) or the Registrar (for courses taken in the U.S.) after the course is completed; hand-carried transcripts are not acceptable.