

**WESLEYAN UNIVERSITY**  
**PERMISSION TO TRANSFER CREDIT FROM ANOTHER COLLEGE OR UNIVERSITY**

Students must comply with the following regulations in order to transfer course credit taken at other accredited institutions after matriculating at Wesleyan. *Study abroad credits during the academic year not earned through Wesleyan will not be transferred. Students should consult the International Studies Office for procedures to earn credit abroad.*

1. Transfer credit must be **pre-approved** by the relevant Wesleyan department chair, or his/her designee, **prior** to enrolling in the course. (See the *Academic Regulations* at [www.wesleyan.edu/registrar/AR.ctt](http://www.wesleyan.edu/registrar/AR.ctt) for a more complete description.) **Please submit the completed form to the Dean's Office.**
2. Courses taken elsewhere **must be graded**. No grade of "P", "S" or "CR" will be accepted unless accompanied by a graded evaluation. Grades earned at another institution **will not** be reflected on the Wesleyan transcript; **only credit (CR) will be posted**.
3. Transfer credit will be awarded upon receipt of a **SEALED OFFICIAL TRANSCRIPT** sent directly to the Dean's Office.

**ACADEMIC YEAR:** A minimum grade of C- or higher for courses completed during the academic year is required.

**SUMMER:** A minimum grade of B- or higher for courses completed during the summer is required. No more than the equivalent of **two** Wesleyan credits may be transferred each summer.

**Additional conditions for the awarding of credit, including a higher grade, may be stipulated below by the approving department.**

**TO BE COMPLETED BY THE STUDENT**

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<b>Last Name, First Name</b>	<b>Class Year</b>	<b>Date</b>
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<b>Wes ID#</b>	<b>Phone#</b>	<b>E-mail</b>
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<b>Host Institution</b>	<b>Department &amp; Course Title</b>
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<b>Course Catalogue #</b>	<b># Course Units</b>	<b># Semester or Quarter Hours</b>	<b>Dates of Attendance</b>
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*(Specify)*

Description: Please summarize below and attach a copy of the description from the institution's course catalogue.

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**TO BE COMPLETED BY THE DEPARTMENT CHAIR**

**NOTE:** This form **cannot** be used for study abroad except during the summer.

If the above course is satisfactorily completed, as indicated above, it may be awarded \_\_\_\_\_ Wesleyan course credit(s). This course may \_\_\_\_ may not \_\_\_\_ be credited toward a major in this department/program.

**Guidelines for Semester Hours and Quarter Hours:**

**Students who entered prior to Fall 2000: 1.00 Wesleyan credit is equivalent to 3.50 semester or 5.50 quarter hours.**

**Students who entered in or after Fall 2000: 1.00 Wesleyan credit is equivalent to 4.00 semester or 6.00 quarter hours.**

Additional conditions for awarding credit:

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<b>Department</b>	<b>Chair's Signature</b>	<b>Print Name</b>	<b>Date</b>
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WESLEYAN UNIVERSITY  
Middletown, Connecticut 06459

**INSTRUCTIONS FOR TRANSFERRING CREDITS EARNED FROM ANOTHER COLLEGE OR UNIVERSITY**  
**AFTER MATRICULATION AT WESLEYAN**

Students must comply with the following regulations in order to transfer credit(s) to their transcript for courses taken at other accredited institutions. Study abroad credits during the academic year not earned through Wesleyan will not be transferred. Students should consult the International Studies Office for procedures to earn credit abroad.

1. The course(s) must be discussed with and approved by the appropriate Wesleyan department chair or a designate prior to enrolling in the course(s). The approved Permission to Transfer Credit forms should be submitted to the Dean's Office.
2. Courses taken elsewhere must be graded. No grade of "P," "S," or "CR" will be accepted unless accompanied by a graded evaluation. Grades earned at another institution will not be reflected on the Wesleyan transcript; only credits (CR) will be transferred.
3. Courses taken elsewhere should not duplicate courses taken at Wesleyan University, in which case credit will not be granted or used towards graduation. Exceptions may be made for foreign language courses taken abroad in view of the total immersion in the cultural context of the country.
4. Transfer credit will be awarded upon receipt of a SEALED OFFICIAL TRANSCRIPT sent to the Dean's Office. A minimum grade of C- or higher is required for the transfer of credit earned during the regular term, and a grade of B- or higher is required to transfer summer school courses. NOTE: A higher grade or other conditions may be specified by the department chair for the awarding of credit. No more than the equivalent of TWO course credits may be earned during the summer.
5. The final credit amount to be transferred to the Wesleyan transcript will be determined in accordance with Wesleyan's policy on transfer credit and the evaluation of the appropriate department. As a guideline, students who entered prior to the Fall of 2000 should consider one Wesleyan unit to be equivalent to 3.50 semester hours or 5.50 quarter hours. Students entering in or after the Fall of 2000 should consider one Wesleyan unit to be equivalent to 4.00 semester hours or 6.00 quarter hours.

Special Instructions:

The Art Department requires that students who intend to transfer Art credit(s) from another institution consult directly with the instructor of the corresponding area of study in that department (not the chair) prior to enrolling in the course(s). Normally the approval will be conditional on the review of the completed work and the instructor will specify the materials needed for the final evaluation as well as the credit amount.