

WESLEYAN UNIVERSITY
PERMISSION TO TRANSFER CREDIT FROM ANOTHER COLLEGE OR UNIVERSITY

Students matriculated at Wesleyan must comply with the following instructions and regulations in order to transfer course credit taken at other accredited institutions.

1. Transfer credit must be pre-approved by the relevant Wesleyan department/program/college chair or designee prior to enrolling in the course. **Submit the completed and approved form to the Dean's Office or the Office of Study Abroad.**
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 other institutions will not be reflected on the Wesleyan transcript; only credit (CR) will be posted, except for semester or year-long study abroad. Twelve-College Exchange grades will be posted as study abroad grades are.
3. Transfer credit will be awarded upon receipt of a **SEALED OFFICIAL TRANSCRIPT** sent directly to the Dean's Office or to the Office of Study Abroad.
4. A student may obtain credit toward the Wesleyan degree for courses taken during the academic year at another accredited U.S. institution or in the summer session of another accredited U.S. or international institution if (1) the courses have been approved in advance by the relevant Wesleyan department, program, or college, and (2) the grades in the courses are C- or better.
5. A bachelor of arts student may post a maximum of two non-Wesleyan credits (2.5 with a course that offers a lab) in any given summer.
6. **Additional conditions for the awarding of credit, including a higher grade, may be stipulated below by the approving department/program/college. All grades earned during semester and year-long study abroad will transfer regardless of grade earned.**
7. See the following regulations and the Academic Regulations at www.wesleyan.edu/registrar and the Study Abroad Academic Regulations at www.wesleyan.edu/cgs/osa/applying/academic.html.

TO BE COMPLETED BY THE STUDENT

_____		_____	_____
Full Name		Class Year	Date
_____		_____	
WesID	Phone Number	E-mail	
_____		_____	
Name and Location of Host Institution/Program		Dates of Course/Program (mm/dd/yy to mm/dd/yy)	
_____		_____	
Course 1 Department, Number, and Title		Number of Course Units/Credits (<i>specify credit system</i>)	
_____		_____	
Course 2 Department, Number, and Title		Number of Course Units/Credits (<i>specify credit system</i>)	
_____		_____	

Equivalent Semester Hours and Quarter Hours:
Not every course transferred from another institutions in the U.S. or abroad is worth a full Wesleyan credit.
1.00 Wesleyan credit is equivalent to 4.00 semester or 6.00 quarter hours.
3.00 semester hours is equivalent to .75 Wesleyan credit.
Students should provide the department a course description and, if possible, a course syllabus for each class listed above.

TO BE COMPLETED BY THE DEPARTMENT/PROGRAM

If the above course is satisfactorily completed, as indicated above, it will be awarded Wesleyan course credit(s).

This course may ___ may not ___ be credited toward a major in this department/program.

Additional conditions for awarding credit (if any): _____

_____	_____	_____	_____
Dep't / Prog.	Authorized Dept / Prog. Signature	Print Name	Date

TO BE COMPLETED BY THE CLASS DEAN / OFFICE OF STUDY ABROAD

GenEd Department _____ GenEd Division: ___ HA ___ SBS ___ NSM Credit Equivalent: _____

Dean/OSA & Date _____

WESLEYAN UNIVERSITY
Middletown, Connecticut 06459

REGULATIONS 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.

1. The course(s) must be discussed with and approved by the appropriate Wesleyan department/program/college chair or designee prior to enrolling in the course(s). The approved Permission to Transfer Credit forms must be submitted to the Dean's Office or the Office of Study Abroad.
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 transferred and posted, *except for semester or year-long study abroad and Twelve-College Exchange grades.*
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 by the Registrar's Office of the host institution to the Dean's Office or to the Office of Study Abroad. The Dean's Office address is 237 High Street, Middletown, CT 06459. The Office of Study Abroad address is 262 High Street, Middletown, CT 06459.
5. **A minimum grade of C- is required for the transfer of credit**, except credit earned during study abroad for a semester or year. All grades earned during study abroad will transfer, except during the summer or winter. NOTE: A higher grade or other conditions may be specified by the department chair or designate for the awarding of credit.
6. No more than the equivalent of 2.00 Wesleyan course credits may be earned during the summer.
7. 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 by the appropriate department/program/college. As a guideline, students should consider one Wesleyan unit to be equivalent to 4.00 semester hours or 6.00 quarter hours.

Special Instructions:

The Studio 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. <https://www.wesleyan.edu/art/artstud/faculty.html>

All students wishing to take courses in Film Production, regardless of whether they intend to count this credit toward the major, must secure prior approval by the Film Studies department. Please note that pre-approval for such credits, when required, is not guaranteed. Without departmental approval, the student will not receive Wesleyan credit for the course. Advance planning (pre-approval) is crucial. <https://www.wesleyan.edu/cfilm/academics/faculty.html>

Check the website of individual departments/programs/colleges for additional information or stipulations regarding the transfer of credit.