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. Study abroad credits during the academic year not earned through Wesleyan will not be transferred. Students should consult the Office of Study Abroad for procedures to earn credit abroad during the summer, as the credit(s) must be pre-approved by that office.

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 Class Dean’s Office or the Office of Study Abroad, as relevant.

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.

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- for courses completed during the academic year is required. No more than the equivalent of 4.00 Wesleyan credits may be transferred each term.
   - **Summer**: A minimum grade of C- for courses completed during the summer is required. No more than the equivalent of 2.00 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/program/college. Please note that students seeking readmission must earn a grade of B- or higher.

4. See the following regulations and for a more complete description. The following section must be completed by the student.

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**Full Name**  

Wes ID  

Phone Number  

E-mail  

Class Year  

Date

**Name and Location of Host Institution**  

**Course Department, Number, and Title**

**Number of Course Units/Credits**  

**Number of Semester or Quarter Hours**

(Specify semester or quarter)

**Dates of Course (mm/dd/yy to mm/dd/yy)**

Course Description: Summarize below and attach a copy of the description from the host institution’s course catalogue and, if possible, a course syllabus.

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**TO BE COMPLETED BY THE DEPARTMENT/PROGRAM/Office**

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

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.

**Equivalent Semester Hours and Quarter Hours:**

Please note: 1.00 Wesleyan credit is equivalent to 4.00 semester or 6.00 quarter hours.

Additional conditions for awarding credit: ____________________________

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**Dep’t./Prog.**  

Authorized Department/Program Signature  

Print Name  

Date

**TO BE COMPLETED BY THE CLASS DEAN/Study Abroad Director for summer courses abroad**

GenEd Department _________  
GenEd Division: _____ HA _____ SBS _____NSM  
Dean/Director & Date __________________________
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. Study abroad credits during the academic year not earned through Wesleyan will not be transferred. Students should consult the Office of Study Abroad for procedures to earn credit abroad during the summer.

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 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 credit (CR) will be transferred and posted.

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 at Wesleyan University, 237 High Street, Middletown, CT 06459.

5. A minimum grade of C- is required for the transfer of credit earned during the academic year and summer. 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 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 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.

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

(06/19)