

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. For pre-matriculation credits, see your Class Dean.

1. Transfer credit must be pre-approved by the relevant Wesleyan department/program/college chair or designee prior to enrolling in the course. Use one form for each department approval. **Submit the completed and approved form to your Class Dean. DO NOT use this form for Study Abroad credits.** For Study Abroad, see <https://www.wesleyan.edu/cgs/osa/Start%20Here/credit.html>.
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. Exception: Twelve College Exchange grades will be posted.
3. Transfer credit will be awarded upon receipt of a **SEALED OFFICIAL TRANSCRIPT** or **OFFICIAL ELECTRONIC COPY** sent directly to your Class Dean.
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.**
7. See the following regulations and the Academic Regulations at www.wesleyan.edu/registrar.

TO BE COMPLETED BY THE STUDENT

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

<hr/> Dep't / Prog.	<hr/> Authorized Dept / Prog. Signature	<hr/> Print Name	<hr/> Date
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TO BE COMPLETED BY THE CLASS DEAN

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

_____ Class Dean & 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 your Class Dean.
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 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.
4. Transfer credit will be awarded upon receipt of a SEALED OFFICIAL TRANSCRIPT (or official electronic transcript sent by the Registrar’s Office of the host institution to your Class Dean. The Class Deans' address is 237 High Street, Middletown, CT 06459.
5. **A minimum grade of C- is required for the transfer of credit.** 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.