

E-MAIL \_\_\_\_\_ NAME \_\_\_\_\_

ID \_\_\_\_\_ CLASS \_\_\_\_\_ MAJOR(s), MINOR(s) \_\_\_\_\_

*Note: For semesters abroad or other programs administered by Off-Campus Study, contact that office ([offcamp@colby.edu](mailto:offcamp@colby.edu)). For foreign study, use this form for Jan Plan and summer courses only.*

## 1. Requirements for transfer of credit:

- a) Credits must be earned at an accredited, degree-granting institution.
- b) Online courses are not accepted.
- c) Approval (on this form) for each course, which **must be obtained before taking course(s)**. Course must be approved by chair of Colby department offering same or similar course, and academic advisor. **Course description(s) from college catalogue are required.**
- d) Final grade of C or higher (courses to be transferred may not be taken P/F or S/U).
- e) An official transcript sent to Colby Registrar's Office by the institution.

## 2. Application of transferred credit:

- a) If a full semester is to be transferred from an institution on a course system, Colby will accept 16 credits per semester (1/8 of Colby's graduation requirement.)
- b) If the other school is on the quarter system, Colby will accept transfer credits equal to quarter credits times two-thirds.
- c) Credits earned at summer school will not constitute a semester to apply toward the full-time semesters required for the Colby degree.
- d) Transfer credits do not affect Colby GPA, rank in class, etc.
- e) At least 3 semester credits (5 quarter cr.) required for a course to fulfill a distribution requirement.

3. Financial aid is not transportable to all programs; direct questions to Student Financial Services.

4. Once completed, return this form to the Office of the Registrar ([registrar@colby.edu](mailto:registrar@colby.edu))**I have read the above and accept the stated responsibilities and limitations.**

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

College to be attended \_\_\_\_\_

Summer, 201 \_\_\_\_ January, 201 \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_, 201 \_\_\_\_ - 201 \_\_\_\_

**Granting institution course information:**

1. Course: Number and Title \_\_\_\_\_

Credits: How many? \_\_\_\_\_ What kind? semester \_\_\_\_\_ quarter \_\_\_\_\_

**To be completed by Colby department chair and academic advisor:**

Colby equivalent (if any): \_\_\_\_\_

Counts toward: \_\_\_\_ major \_\_\_\_ minor \_\_\_\_ distribution requirement \_\_\_\_ lab

Chair Approval: \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Advisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

**Granting institution course information:**

2. Course: Number and Title \_\_\_\_\_

Credits: How many? \_\_\_\_\_ What kind? semester \_\_\_\_\_ quarter \_\_\_\_\_

**To be completed by Colby department chair and academic advisor:**

Colby equivalent (if any): \_\_\_\_\_

Counts toward: \_\_\_\_\_ major \_\_\_\_\_ minor \_\_\_\_\_ distribution requirement \_\_\_\_\_ lab

Chair Approval: \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Advisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

**Granting institution course information:**

3. Course: Number and Title \_\_\_\_\_

Credits: How many? \_\_\_\_\_ What kind? semester \_\_\_\_\_ quarter \_\_\_\_\_

**To be completed by Colby department chair and academic advisor:**

Colby equivalent (if any): \_\_\_\_\_

Counts toward: \_\_\_\_\_ major \_\_\_\_\_ minor \_\_\_\_\_ distribution requirement \_\_\_\_\_ lab

Chair Approval: \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Advisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

**Granting institution course information:**

4. Course: Number and Title \_\_\_\_\_

Credits: How many? \_\_\_\_\_ What kind? semester \_\_\_\_\_ quarter \_\_\_\_\_

**To be completed by Colby department chair and academic advisor:**

Colby equivalent (if any): \_\_\_\_\_

Counts toward: \_\_\_\_\_ major \_\_\_\_\_ minor \_\_\_\_\_ distribution requirement \_\_\_\_\_ lab

Chair Approval: \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Advisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR**

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Date of receipt in Registrar's Office \_\_\_\_\_