

Earlham College

Petition for Transfer of Course Credit from Another Accredited College/University

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Drawer# \_\_\_\_\_ Cell Phone# \_\_\_\_\_ Email \_\_\_\_\_

Student's Class Year (i.e. First Year, Sophomore, etc) \_\_\_\_\_ Major \_\_\_\_\_

I plan to take courses at \_\_\_\_\_ (indicate college/university)

I plan to take these courses during \_\_\_\_\_ (i.e. summer, 2014)

Planned courses:

1. \_\_\_\_\_ # sem/qtr hrs (Course number/title)

2. \_\_\_\_\_ #sem/qtr hrs (Course number/title)

Requesting approval for

\_\_\_\_\_ Major\*
\_\_\_\_\_ Minor\*
\_\_\_\_\_ Elective/Upperlevel credit
\_\_\_\_\_ General education requirement\*\*

Requesting approval for

\_\_\_\_\_ Major\*
\_\_\_\_\_ Minor\*
\_\_\_\_\_ Elective/Upperlevel credit
\_\_\_\_\_ General education requirement\*\*

\*Academic Adviser's signature indicates approval for major/minor.

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3. \_\_\_\_\_ # sem/qtr hrs (Course number/title)

For Registrar's Office use only:

Requesting approval for

\_\_\_\_\_ Major\*
\_\_\_\_\_ Minor\*
\_\_\_\_\_ Elective/Upperlevel credit
\_\_\_\_\_ General education requirement\*\*

Gen ed at Earlham \_\_\_\_\_

Registrar's approval:

\*Academic Adviser's signature indicates approval for major/minor.

(Signature indicating approval)

(Date approved)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ (Signature indicates that you have read and understand the transfer credit procedure and policy)

Academic Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Procedure for Transfer Credit Approval

- 1. Complete and sign this form and have it signed by your adviser. Attach a course description (a photocopy from the school's catalog is sufficient). For approval of elective, upper level and general education credit, return the completed form and course description to the Registrar's Office. For approval of transfer for a major or minor, see appropriate faculty for signature(s) and submit this form to the Registrar's Office.
2. A copy of this form, indicating approval of any questions, will be returned to you.

## Earlham College

### Transfer Credit Policy

Earlham College students who take a part of the coursework at another accredited college or university with the intention of transferring that credit to Earlham should obtain approval **in advance** from the Registrar and from the department(s) concerned. A maximum of 16 credits may be transferred.

Students who matriculate as first-year students (but not transfer students) are expected to complete all or most of their General Education requirements by taking Earlham courses (including approved courses on Earlham off-campus programs). Your academic adviser's signature is approval for the course(s) to be a part of your major/minor. Earlham College does not accept credit for Distance Learning, Correspondence courses or CLEP.

Credit will not transfer to Earlham unless:

1. An **Official Transcript** is received by the Earlham Registrar's Office **directly from the college or university** where the coursework is completed.
2. The student earns a grade of 'C' or better in courses for transfer. Please note that **courses with a grade of 'C-' will not be accepted in transfer.**
3. **Grades do not transfer, therefore an Earlham GPA is not impacted.**

.5 credit is awarded at Earlham for AWPE (Physical Education) activities. Credit given at other colleges/universities for national tests or departmental examinations are normally not accepted in transfer.

Courses graded pass/fail at another college/university will be accepted in transfer only if that grade is explained on the transcript as being equivalent to a grade of 'C' or better or if the student provides official documentation that the course performance was equivalent to a grade of 'C' or better.

Each semester hour of transfer credit is accepted as one semester hour. Each 1.5 quarter hour is accepted as 1 semester hour.

Questions or concerns regarding this transfer credit policy may be directed to:

Registrar's Office  
Drawer 34  
Earlham College  
801 National Road West  
Richmond, IN 47374-4095  
Phone: 765/983-1515  
FAX: 765/983-1374  
Email: [washibo@earlham.edu](mailto:washibo@earlham.edu) or [stoutju@earlham.edu](mailto:stoutju@earlham.edu)