

Earlham College

Academic Leave of Absence Form

Please bring this form along with information about your off-campus program when meeting with the Registrar.

This form applies to all proper credits earned abroad. As part of this process, you will be placed on an Academic Leave of Absence from the Associate Dean of the College and Registrar.

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

Drawer# \_\_\_\_\_ Email \_\_\_\_\_ Declared Major \_\_\_\_\_

Your major field of concentration must be filed with the Registrar's Office before program approval.

- 1. Program in which you plan to participate: \_\_\_\_\_
2. College/University that sponsors program: \_\_\_\_\_
3. The dates of the program/semester? \_\_\_\_\_
4. Why did you choose this program or course of study? \_\_\_\_\_

- 5. Have you ever applied to an Earlham or GLCA/ACM program? \_\_\_\_\_
6. Have you participated on an Earlham or GLCA/ACM off-campus program? \_\_\_\_\_
7. Have you ever participated on any Non-Earlham off-campus programs? \_\_\_\_\_
8. Do you plan to transfer credits from this program back to Earlham? \_\_\_\_\_
9. Please list courses you plan to take and the number of credits (Semester or Quarter hours.)

Table with 4 columns: Course Title, # of Credits, Request for Major Credit, Request for Minor Credit. Includes five rows of blank lines for data entry.

Please see reverse side of this sheet for our transfer credit policy, which informs this approval.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Academic Adviser \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director of International Programs \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean of Student Life \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Registrar \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Entered in computer: \_\_\_\_\_

Student Life Notified: \_\_\_\_\_

Office notes: \_\_\_\_\_

Fee Entered: \_\_\_\_\_

## 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** of enrolling in the courses to insure transfer.

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 or stoutju@earlham.edu