

Transfer of Course Credit

Transfer credit forms (PDF)

[Application for transfer of course credit](#)
[Requirements for transfer of summer/intersession courses](#)

[Guidelines for transfer of pre-matriculation credit](#)
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Colgate students may be eligible to receive academic credit for academic courses taken at institutions other than Colgate. Students wishing to study at another institution during a fall or spring term must first be approved for an Academic Leave of Absence and should contact the Office of Off-Campus Study to begin the application process. Students planning to take courses elsewhere during a summer term or intersession are not required to apply for a leave of absence.

All students must consult with and receive approval from the registrar's office prior to taking courses at other institutions. Complete documentation must be provided, including course descriptions, term length and classroom hours, and other pertinent information. Transfer credit approval will not be granted until all required paperwork has been completed and filed with the appropriate offices.

Students should make note of the following points:

- * A maximum of six Colgate credits will be awarded for courses taken at other institutions or in non-Colgate programs. This six-course limit includes all [Advanced Placement](#) (PDF) credit and other college courses taken prior to matriculation at Colgate, as well as courses taken at other institutions during the summer, intersession, or during a leave of absence from Colgate.
- * Courses must be taken at a regionally accredited college or university (U.S., Canada), or on an approved study abroad program. Students with upper-class standing (rising juniors, seniors) may not receive credit for courses taken at a 2-year institution.
- * To be eligible to transfer, courses normally must bear a minimum credit of 3 semester hours or 5 quarter hours.
- * Courses must be comparable to those offered at Colgate and fit within the scope of our liberal arts curriculum. (Business, marketing, vocational or professional courses, and National Outdoor Leadership [NOLS] courses are examples of courses that will not be considered.) Additionally, Colgate does not award transfer credit for internships, independent studies, field research, or other experiential learning courses. (See *Colgate University Catalogue* for study abroad exceptions.)
- * Courses may not duplicate or substantially overlap previous coursework or coursework required to be taken on campus.
- * Courses in the Division of Natural Science/Mathematics, in English, or in a student's major or minor require departmental/program approval. It is the student's responsibility to seek appropriate approvals.
- * Colgate operates on a course credit system, not a semester-hour or quarter-hour system. It must not be assumed that transfer credit is automatic or that courses taken at other institutions can be transferred to Colgate on a one-for-one basis. **Please refer to the [semester hour/quarter credit conversion information](#) below.**

* A grade of “C” or higher must be earned in courses taken for transfer credit. Grades earned at other institutions are not transferred and are not included in the computation of the student’s grade point average at Colgate. Courses taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other ungraded basis will not be considered for transfer credit.

* Students wishing to transfer Advanced Placement (AP) credit or other pre-matriculation credit must have the official score reports or an official transcript filed with the registrar’s office by the deadline for declaration of major during the fourth semester. To transfer pre-matriculation credit (other than AP), students must read the [Guidelines for transfer of pre-matriculation credit](#) (PDF) and fill out the [Application for Transfer of Pre-matriculation Credit](#) (interactive PDF).

All students are required to complete the [Transfer of Credit Application](#) (interactive PDF).

Students wishing to transfer courses taken during the summer or intersession should also read, sign, and submit the [Requirements for Transfer of Summer/Intersession Courses](#) (PDF). Please note that summer/intersession courses have additional requirements for term length and classroom hours.

Completed forms, as well as catalogue descriptions or syllabi for all courses being considered, may be submitted in any of the following ways:

By Fax: 315-228-7125

By Email: tcarhart@colgate.edu

By Mail:

Office of the Registrar
Colgate University
13 Oak Drive
Hamilton, NY 13346

CREDIT CONVERSION: For full semester/quarter courses, Colgate converts semester credits and quarter credits to course credits using the table below.

Number of Colgate Course Credits	Cumulative, Approved Semester Hours	Cumulative, Approved Quarter Hours
1	3-5	5-8
2	6-8	9-13
3	9-12	14-19
4	13-16	20-25
5	17-20	26-31
6	21-24	32-37

For example, a student takes 5 courses totaling 15 semester credits on a non-Colgate study abroad program. This student will be awarded 4 Colgate course credits (13-16 cumulative semester hours), even though he or she completed 5 courses. Please note that this table does not apply to foreign institutions in all cases. Therefore it is critical to have courses pre-approved by the registrar’s office.

Effective January 2011, summer and intersession courses are no longer included in the cumulative credit count; instead, summer/intersession credit will be awarded on a per-course basis. Courses that meet for a minimum of 3 weeks and 30 classroom hours are eligible to earn 0.50 course credits; courses that meet for a

minimum of 5 weeks and 40 classroom hours are eligible to earn 1.00 course credit. Students may receive credit for no more than 1 course per summer session if the session is less than 6 weeks in length. Students may receive credit for up to 2 courses per session if the session is 6 or more weeks in length. **Please see the [Requirements for Transfer of Summer/Intersession Courses](#) form for additional information and requirements.** (Revision approved by Colgate University's Academic Affairs Board, December 1, 2010.)

Note: Prior to January 2011, credits from **all** non-Colgate courses taken in **all** terms—including summer and intersession—were included in the cumulative count. Courses taken prior to 2011 are not eligible for review of credit based on the updated Academic Affairs Board policy.