

Transfer Credit Information

- Advance approval from the Registrar's Office **must** be obtained before taking the course. **You must complete the [Transfer Credit Approval](#) form and return it to the Registrar's Office for written approval prior to taking the course.**
- The institution granting credit must be regionally accredited. You need to know the credit system of the institution as well. (e.g. semester hours/quarter hours). Contact the institution for this information.
- The subject matter of the course is liberal arts in nature; involves the liberal arts.
- The course must be taken for a letter grade and the grades earned must be a C- or above.
- An official transcript must be sent directly to the Registrar's Office at Kenyon within ONE YEAR of completion of the coursework.
- Ordinarily, credit is applied in the department in which the other institution offers the course. If there are any questions regarding how the credit should be applied, you will be asked to include course descriptions from the credit granting institution's catalog .
- **Courses you want to count towards your major requirement MUST be approved by the department chair before departure.**
- Note: Only the Registrar determines whether the above criteria are met, the amount of credit transferable, and the distribution requirements that the coursework fulfills.
- Credit is transferred strictly on a pro-rata basis: 1 Kenyon unit is equal to 8 semester hours or 12 quarter hours of credit. A 4 semester hour course would transfer as .50 Kenyon units. A 4 quarter hour course would transfer as .33. See the table below for a more complete breakdown.

KEY TO THE TRANSFER OF CREDIT

System	Samples
	8 s.h. = 1.00 Kenyon unit
Semesters	4 s.h. = .50 Kenyon units
(Ratio = 8 to 1)	3 s.h. = .375 Kenyon units
	1 s.h. = .125 Kenyon units
	12 q.h. = 1.00 Kenyon unit
quarters	4 q.h. = .333 Kenyon units
(Ratio = 12 to 1)	3 q.h. = .25 Kenyon units
	1 q.h. = .083 Kenyon units