

# REQUEST FOR TRANSFER CREDIT AUTHORIZATION

Beloit College  
Registrar's Office

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

Campus or Home Address: \_\_\_\_\_

Name and address of college/university where course(s) will be taken: \_\_\_\_\_

## Courses to be taken:

Specify here if Distance Learning/ On-line, or Correspondence course <sup>1</sup>	Course	Title	Course Dates & Meeting Times	Number & Type of Credit (Semester or Quarter)

Which of the above courses, if any, do you wish to use toward major, minor, or other specific requirement?

Major, minor, or other specific requirement	Course(s) above to be used

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
(Print Advisor Name) (Advisor Signature)

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
(Print Department Chair Name) (Department Chair Signature)

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
(Registrar's Signature)

**To the student:** Please furnish the catalogue or bulletin descriptions(s) of the above course(s) when you return this request. A department chair may wish to see written proof of the work completed, including papers written, certificates, grades granted at the institution where the work is done, before approving credit.

<sup>1</sup>Maximum 3 units of such courses may be transferred.

<sup>2</sup> Department chair (of the major/minor department) signature required if course is being used to fulfill a major or minor requirement.

## Transfer Credit Guidelines

No more than 15 units (60 semester hours) of transfer credit (including a maximum of eight (8) AP, IB, or GCE A-level units: *see below for additional information*) will be applied toward the Beloit degree. Work done elsewhere will be recorded in equivalent credit units (one Beloit unit equals 4 semester or 6 quarter hours). Only courses with a "C" or better grade may be considered for transfer.

All academic work on the college level and of a liberal arts nature, undertaken at other accredited institutions, and successfully completed with a grade of "C" or better, must become part of the student's permanent record at Beloit. Official transcripts of such work must be presented at the time of application for admission.

Transfer credit will apply only toward the total number of units required for graduation. *Normally at least half of the courses used toward fulfillment of major requirements must be completed at Beloit College. Determination of the number of transfer credits used toward major or minor requirements is made by the chair of the appropriate department, in consultation with the registrar. Students who expect to use transfer credits to fulfill major requirements should consult with the major department. This consultation should occur at the earliest possible time.*

With advance permission of the advisor and the registrar, enrolled students in good standing are permitted to take designated courses at other accredited colleges and universities, and to transfer credit earned in such courses to Beloit College without payment of extra fees to Beloit. Beloit degree requirements and any field of concentration restrictions concerning transfer credit must be observed. The Transfer Credit Authorization Form is available in the Registrar's Office or see link on this page to the on-line form.

Grades from transfer courses will neither be recorded on the transcript nor included in the Beloit grade point average.

No more than 3 units of distance learning course work (e.g. extension, correspondence, or online) will be allowed toward the degree. Enrolled students seeking transfer credit for such work must secure the prior approval of the advisor, the relevant department, and the registrar.

No more than two units of credit may be transferred during the senior year, except with the approval of the Academic Performance Committee.

Official transcripts of such work should be presented as soon as possible after completion of the work.

**5 Domain and 5 Skill requirements (beginning Fall 2011):** Students may apply only transfer credits earned prior to matriculation at Beloit College toward these requirements, with the following restrictions:

- Only one out of the three required writing courses may be a transferred course.
- The intercultural literacy requirement must be fulfilled at Beloit College.
- AP/IB/GCE A-level credits may not be used to fulfill any of these requirements.

***No transfer course work taken after matriculation at Beloit College may apply to any of these requirements.***