

# Transfer Course & Degree Requirements Approval Form

▣ Including Study Abroad Programs ▣

## Directions to the Student:

If you intend to take courses away from Wellesley, use this form to have your coursework approved *before* you enroll whenever possible. If you do not get coursework approved in advance, you run the risk of not being able to transfer the credit towards your Wellesley degree.

**Step 1:** To be completed by the student.

- Fill out a separate form for each course you intend to take. All courses must be taken for a letter grade.
- An *official* transcript must be sent directly to the Registrar's Office. The course number on the transcript must correspond to the one listed below. If you take a similar course at Wellesley, you will not receive credit. See the college catalog regarding amount of distribution credit earned elsewhere and number of units required to fill distribution requirements.
- No more than 4 units of summer school credit may be included in the 32 units required for the degree.
- See transfer credit guidelines on reverse for more information about courses eligible to transfer.

**Step 2:** Take the form *with a detailed course description or syllabus*, including amount of credit for both course and degree, to the Registrar's Office. The appropriate office will determine the number of units you will receive. N.B. 4 semester hours or 6 quarter hours=1 unit of Wellesley credit.

**Step 3:** The Registrar's Office will forward the form to the department in which transfer credit is requested. The Department Chair will assess and approve course for content only.

### Step 1: To be completed by the student.

I.D. #: \_\_\_\_\_ Name: \_\_\_\_\_ Class of \_\_\_\_\_  
Institution: \_\_\_\_\_ Dept. & Course No.: \_\_\_\_\_  
Date(s) of Attendance: (circle one) Year/Semester/Summer Year: \_\_\_\_\_  
Amount of credit given by institution: \_\_\_\_\_ (circle one) semester credits/quarter credits  
Course title: \_\_\_\_\_

### Step 2: To be completed by the Registrar's Office (or the Director of International Studies for study abroad programs).

Approved Program: (circle one) Yes/No  
Number of units earned per course or total units earned: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 3: To be completed by the Department Chair. This section must be signed after the Registrar's Office or Director of International Studies has completed Step 2 above. Check all that apply.

1. Course may be applicable toward degree at: 100 200 300 level.
  2. This course meets \_\_\_\_\_unit(s) of distribution requirement in:  
 LL  ARS  SBA  REP  EC  HS  MM  NPS  LAB  QR
  3. Course may be counted toward the major in \_\_\_\_\_  Yes  No
  4. Equivalent course at Wellesley College (if any) \_\_\_\_\_
- Date \_\_\_\_\_ Department Chair Signature \_\_\_\_\_