

TRANSFERRING ACADEMIC CREDIT TO WOOSTER

TO THE STUDENT

How do I start the process?

Arrange for an official transcript of work completed elsewhere to be sent to the Office of the Registrar at The College of Wooster. Institution has to be accredited. Only courses with “C” or higher grade transfer.

Suppose I want only elective credit toward graduation?

No need to contact the chair of any department. Consult with the Registrar before enrolling to confirm accreditation of the institution and appropriate course selection.

Will the transfer credit meet Wooster Degree Requirements (major, minor, etc)?

Course work counted toward fulfillment of degree requirements requires approval of the chair of the relevant department at Wooster. The chair may either pre-approve a course or review the work for approval after the course has been completed.

Students are strongly advised to complete general education requirements in Writing, Cultural Difference, Religious Perspectives, and Quantitative Reasoning at The College of Wooster.

What should I take to the meeting with Department Chair(s)?

If seeking approval before work is completed, the chair will require a description of the course from the institution’s *Catalogue*. If seeking approval after the work is completed, the student should be prepared to share a portfolio of all course work, including course description, syllabus, assigned work, and representative examinations.

Provide the chair with a separate credit transfer form for each course. The Chair will complete the form and return it to the Office of the Registrar.

TO THE DEPARTMENT OR PROGRAM CHAIRPERSON:

- Which degree requirements are fulfilled by the course listed on the other side of this form? Consult the appropriate *Catalogue* for descriptions of requirements.
- If the student is seeking prior approval, request the *Catalogue* course description. If the review occurs after the completion, it is appropriate to request a portfolio of course work that includes the course syllabus, assignments, and representative examinations.
- In the case of the foreign language requirement, the chair also may require that the student take the department’s placement exam.
- When there are concerns as to the appropriateness of counting a course toward a given requirement, chairs may wish to consult with other chairs or with the Dean of the Faculty.
- Chairs are asked to use discretion in approving courses for general education requirements in Writing, Cultural Difference, Religious Perspectives, and Quantitative Reasoning; for the Writing-Intensive requirement, approval from the Director of Writing is also required.

NOTE: Please return this form by campus mail to the Office of the Registrar—do *not* give the form to the student. The Registrar will notify the student of the results of your review.

TO BE FILLED OUT BY THE STUDENT:

Name _____ Student ID _____
Last First Middle

Class Year _____ Major _____ Adviser _____

Campus Box _____ Phone _____ E-Mail _____

Course taken off campus that you wish to have reviewed for transfer credit:

Department and course number Course title Instructor

Name of Institution or Program Location Semester/year taken

TO BE FILLED OUT BY DEPARTMENT OR PROGRAM CHAIRPERSON:

Check if appropriate: _____ Pre-approval granted before the student has completed the course.

Check one:

_____ Course is the approximate equivalent of the course _____
and is recognized as an approved course for the requirements indicated below.

_____ Course has no equivalent in our program but is recognized as an approved course for the
requirements indicated below.

_____ The Department/Program does not believe that this course should be approved for credit of any
kind other than elective credit toward graduation.

The Chairperson approves this course in fulfillment of the following requirements.

Check as many as apply.

_____ MAJOR _____ MINOR _____ FOREIGN LANGUAGE _____ 101 _____ 102

_____ LAD: ARTS & HUMANITIES (*) _____ LAD: HISTORY & SOCIAL SCIENCES (#)

_____ LAD: MATHEMATICAL & NATURAL SCIENCES (+)

_____ WRITING (W) _____
Signature of Director of Writing Date

_____ CULTURAL DIFFERENCE (C) _____ RELIGIOUS PERSPECTIVES (R)

_____ QUANTITATIVE REASONING (Q)

Signature of Chair Department/Program Date

Although a student may not count the same course in fulfillment of both the "C" and "R"
requirements, the department may indicate that a given course qualifies for both requirements.
Rev 12/03