

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 a grade of "C" or higher will transfer.

How will my credits transfer?

Each course credit (1.000) at Wooster is valued at 4-semester hours or 6-quarter hours. Therefore, a 3-semester hour course transfers to Wooster as .750 course credit; and a 5-quarter hour course transfers to Wooster as .833 course credit.

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.

When should I submit materials to the Office of the Dean for Curriculum and Academic Engagement?

Courses in a discipline or language not offered at the College requires the approval of the Dean for Curriculum and Academic Engagement **only if** the intent is to have them count toward a specific Liberal Arts Core requirement. Submit the transfer credit forms, course descriptions, and syllabi to the Office of the Dean for Curriculum and Academic Engagement for consideration. The Dean for Curriculum and Academic Engagement will complete the forms and return them to the Office of the Registrar.

TO THE DEPARTMENT OR PROGRAM CHAIRPERSON . . .

- Do **NOT** return this form to the student. Please bring the completed form to the Registrar's office or send through campus mail.
- 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 Curriculum and Academic Engagement.
- Chairs are asked to use discretion in approving courses for general education requirements in Cultural Difference, Religious Perspectives, Social Justice, Global Engagement, Diversity Power & Privilege, Quantitative Literacy, and Quantitative Reasoning; for the Writing-Intensive requirement, approval from the Dean for Curriculum and Academic Engagement 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.

Revised July 2019

O:\Registrar\FORMS\Transferring Academic Credit to Wooster



TRANSFERRING ACADEMIC CREDIT TO WOOSTER

TO BE COMPLETED BY STUDENT:

Name: _____ Student ID: _____
Last First Middle

Class Year: _____ Major(s): _____ Adviser: _____

Campus Box: _____ Phone: _____ E-mail: _____

Is this a repeated course? no yes; If yes, in order to repeat a course, approval must be obtained first from the student's academic advisor and the appropriate department. The repeated course must be taken according to the same grading system as the original course (e.g., graded A-F or S/NC)

Semester/Year Taken	Number of credit hours from outside institution _____ Semester Hours --- OR --- _____ Quarter Hours
Location	Institution/Program
Department & Course Number	Course Title

TO BE COMPLETED BY DEPARTMENT OR PROGRAM CHAIRPERSON:

Pre-approval is granted before the student has completed the course.

Check one (please provide 5-digit course number and title):

- Course is approved as a standard equivalent of _____.
- Course is the approximate equivalent of _____, and is approved for the requirements indicated below.
- Course has no equivalent in our program but is recognized as approved for the requirements indicated below.
- Course is approved only for elective credit toward graduation.

This course is approved in fulfillment of the following requirements (check as many as apply):

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.

*For the Writing Intensive and Language requirements, approval from the Dean for Curriculum and Academic Engagement is required.

- Major (Specify requirement) _____
- Minor (Specify requirement) _____
- Licensure _____
- LAD: Arts & Humanities (AH)
- LAD: History & Social Sciences (HSS)
- LAD: Mathematical & Natural Sciences (MNS)
- Quantitative Reasoning (Q)
- Quantitative Literacy (QL)
- For. Language (Other) 102 Level* _____
- Foreign Language: ___101 ___102
- Cultural Difference (C)
- Diversity, Power & Privilege (D)
- Global Engagement (GE)
- Religious Perspectives (R)
- Social Justice (SJ)
- Writing (W)*

Chairperson Signature _____ Department/Program _____ Date _____

Registrar's Office Processing staff initials and date: _____

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