APPLICATION FOR TRANSFER CREDIT

Check Here
☐ Before signing this application, consult the Trinity College Student Handbook for the regulations about transfer credit.
☐ Sections A, B, C, H, & I must be completed. Other sections may be required, depending on how the courses will be applied to your academic record.
☐ Attach official course descriptions or syllabi, in English, to this Application

A. Your Name __________________________________ Class Year __________ E-mail ____________________________
   ID# ___________________ Major ___________________ Minor ___________________
   Host School/Program & location you plan to attend ___________________________________________________

   Dates of Attendance:   Start       End
   ___________________________ __________________________
   month       day          year                                        month         day           year

B. LIST THE COURSES YOU PROPOSE TO TRANSFER TO YOUR TRINITY RECORD:
   • Courses must be in the liberal arts only and may not duplicate other course work already credited. Non-
     liberal arts courses include, but are not limited to: business, management, marketing, advertising, public
     relations, crafts, public speaking, cooking, interior decorating, and professionally-oriented courses in law
     and medicine.
   • Trinity does not accept online courses or those taken via the internet, or distance education.
   • Obtain the Mathematics Chairperson’s signature next to title of any Math courses (to indicate suitability).
   • You must enroll as a fulltime student in your semester study abroad program, as defined by the program.
     You must transfer in at least 4.0 Trinity course credits to avoid academic probation.
   • Courses valued at 3-4 semester hours normally transfer to Trinity as 1.0 course credit

Proposed Course List: Please list Your Host Program’s Course Number & Course Title

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

C. COURSES (FROM SECTION B) THAT WILL BE TAKEN via INTERNET/ONLINE/TELE or VIDEO CONFERENCE:

__________________________________________________________________________

D. COURSES (FROM SECTION B) FOR MAJOR CREDIT. Please indicate if any course above is to be a replacement for a specific
   Trinity course required for the major.

__________________________________________________________________________

E. COURSES (FROM SECTION B) FOR INTERDISCIPLINARY MINOR CREDIT. Please indicate if any course above is to be a
   replacement for a specific Trinity course required for the minor.

__________________________________________________________________________

Approving Signature of Department Chairperson or Program Director/Electronic Signature ________________________ Date

Approving Signature of Faculty Coordinator of Minor/Electronic Signature ________________________ Date

(Continued on reverse side)
F. COURSES (FROM SECTION B) FOR GENERAL EDUCATION CREDIT. Indicate next to each course the appropriate distribution category—A = Arts, H = Humanities, L = Natural Sciences, R = Numeric and Symbolic Reasoning, S = Social Sciences, F = 2nd Language, G = Global Engagement, W = Writing Intensive.

__________________  (course)  ________  ______________________               ________ (category)  (course)  (category)

Approval of the Registrar’s Office  Date

G. CONDITIONS, IF ANY:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

• A photocopy of this form showing approval by the Associate Registrar will be returned to you at your campus mailbox; if you are no longer on campus, to your home address, if study abroad address is not known. This constitutes official notification of Trinity’s acceptance of your proposed courses and the credit you will receive for satisfactory completion (C- or better) of each course (Note: all grades are accepted for Global Sites courses). Any changes or conditions will be noted on this photocopy. A copy of the form will also be sent to your major department chairperson or program director.

• Approval of courses applies only to the specific program and academic period listed in Section A.

• You must request that an official transcript of your work be sent directly by mail from your study-away institution to the Registrar’s Office at Trinity College. Hand-carried transcripts are not acceptable.

• If you change or add courses, you must submit these changes while away on another Application for Transfer Credit form (take one with you or print one from our web site at www.trincoll.edu/depts/registra/). Send this form directly to your Trinity faculty advisor, with new course descriptions attached. You are also strongly urged to correspond via e-mail to: Registrar.Office@mail.trincoll.edu to discuss any course changes.

• For students studying at a Trinity-Run Program (in Barcelona, Buenos Aires, Cape Town, Paris, Shanghai, Trinidad, & Vienna): Beginning with the Fall 2006 semester, grades for transferred courses will be computed into your Trinity gpa at the time that transfer credit is posted.

H. I request credit at Trinity for the courses listed above, and verify that I have informed myself of their transferability both by reading the Handbook and discussing them with the appropriate parties:

__________________________________________________________________________  _________________________  _________________________
Student’s Signature / Electronic Signature  Date

I. Advisor’s Recommendation:  ______________________________________________

__________________________________________________________________________  _________________________  _________________________
Advisor’s Signature / Electronic Signature  Date

J. STUDY PLAN APPROVAL: ________________________________________________

__________________________________________________________________________  _________________________  _________________________
Approval of Registrar’s Office  Date

To Correspond about Transfer Credit While You are Away, Send E-Mail to registrar.office@trincoll.edu

FILING DEADLINES
Fall Semester or Full Academic Year Study Away:  May 1
Spring Semester Study Away:  November 15
Summer Study Away:  At least 2 weeks before Summer Session Begins