

2020 APPLICATION FOR REMOTE TRANSFER CREDIT

Students, generally, may not enroll in remote learning courses (for credit towards graduation) at any institution outside of Trinity. However, as an exception, in the situation that a course is needed to stay on time for graduation and that the course is not being offered at Trinity College, a student may petition the Curriculum Committee to count a remote learning course at an alternate institution toward the graduation requirements. The Curriculum Committee will evaluate and make a decision on the petition in consultation with the relevant department(s).

Please submit this form together with a written statement outlining your request to the Registrar's Office as your petition.

- ☐ Before signing this application, consult the Trinity College Student Handbook for the regulations about transfer credit. Information is also available on the Transfer Credit website on the Registrar's Office web page
- ☐ Sections A, B, G, & H **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 _____

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.
- Students should submit the application for transfer credit and wait notification of approval by the Registrar's Office prior to any final registration in the remote learning course.
- Obtain the Mathematics Chairperson's signature next to title of any Math courses (to indicate suitability).
- For semester abroad programs, you must enroll as a fulltime student in your 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) FOR MAJOR CREDIT. Please indicate if any course above is to be a replacement for a specific Trinity course required for the major.

 Approving Signature of Department Chairperson or Program Director Date

D. 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 Faculty Coordinator of Minor

Date

(Continued on reverse side)

E. 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 I.

_____	_____	_____	_____
(course)	(category)	(course)	(category)
Approval of the Registrar's Office			Date

F. CONDITIONS, IF ANY: _____

- The Registrar's Office will contact you via e-mail regarding 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 Trinity Global Sites courses). Any changes or conditions will be noted in the communication, and this will constitute your official acceptance.
- You must request that an official transcript of your work sent directly by mail from your study-away institution to the Registrar's Office at Trinity College. Hand-carried transcripts are not acceptable. If the school has the ability to send electronic copies of official transcripts by e-mail, they can be sent to toregistrar.office@trincoll.edu
- **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/Academics/registrar/). Send this form *directly* to your Trinity faculty advisor, with new course descriptions attached. **You are strongly urged to correspond via e-mail to: Registrar.Office@trincoll.edu to discuss any course changes.**

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

Email authorization will be accepted in lieu of physical signatures.

_____	_____
Student's Signature	Date
H. Advisor's Recommendation: _____	
_____	_____
Advisor's Signature	Date

_____	_____
Approval of Registrar's Office	Date

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