

## Check Here

- 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  |

- 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 only accepts remote and hybrid courses during the summer and J-term.
- 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


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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** = 2<sup>nd</sup> Language, **G** = Global Engagement, **W** = Writing Intensive I.

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

**G. CONDITIONS, IF ANY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Post-matriculation transfer credit not taken through a Trinity College approved study away program will be indicated on the transcript but will not be included in calculations of grade point average, rank-in-class, or other academic standings. Academic courses from outside Trinity for which a grade lower than C- has been received will not be recorded.
- 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 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 the school has the ability to send electronic copies of official transcripts by e-mail, they can be sent to registrar.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/registrar/](http://www.trincoll.edu/registrar/)). 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@trincoll.edu to discuss any course changes.**

**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	Date
<b>I. Advisor's Recommendation:</b> _____	
Advisor's Signature	Date
<b>J. STUDY PLAN APPROVAL:</b> _____	
Approval of Registrar's Office	Date

**To Correspond about Transfer Credit While You are Away, Send E-Mail to**  
[\*\*registrar.office@trincoll.edu\*\*](mailto:registrar.office@trincoll.edu)