

TRANSFER COURSE APPROVAL FORM

Students are responsible for reviewing Grinnell transfer credit policy, noted on the reverse.

Return to: Office of the Registrar, Grinnell College, Grinnell, IA 50112-1690 or FAX: (641) 269-4937

Name: _____ P.O. Box: _____ Date: _____
(Please Print)

Student ID: _____ Adviser: _____ Anticipated Graduation Date: ____/____/____
MM/YY

Current Status (check one): _____ on campus _____ on leave _____ withdrawn _____ suspended

ADDRESS IF NOT ON

CAMPUS THIS SEMESTER: _____
(Street)

(City)

(State)

(Zip)

(Country)

College or university where course(s) will be taken _____

School Address: _____
(city) (state)

TERM: Spring/Summer/Fall _____ Course(s) will be taken from: _____ to: _____
(Month/Day/Year) (Month/Day/Year)

If courses are to count toward satisfaction of any requirement of a major or concentration, indicate those courses with an asterisk (*).

<u>Course Number & Title</u> (please print)	<u>Semester Credits</u>	<u>Equivalent Grinnell Course</u> (for Office use only)	<u>Registrar's Approval **</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Adviser's Approval (required for all proposed courses): _____
Signature of Advisor

Department Approval (recommended if courses are to count toward a major or concentration). **NOTE to chair:** Your signature below indicates approval of above noted credits toward the student's major. Upon receipt of an official transcript and subsequent acceptance of these transfer credits, the Registrar's Office will automatically apply these credits to the student's academic evaluation report. If you do not agree to automatic application to the student's academic evaluation, **do not sign this form.** You may defer departmental approval until after the credits have been transferred and you and/or your department have discussed application of the credits with the student. If approval is deferred, then an e-mail notice should be sent to the Registrar after the department formally approves the transfer credit.

Signature of Chairperson

****Registrar's Approval** Your request to transfer credit has been reviewed with tentative approval (Y = yes, N = no, CD = Course description needed). Final approval of all work is subject to the evaluation of an official transcript.

Signature of Registrar: _____

FOR OFFICE USE ONLY:

Start Term: _____ Matriculation status: (TR or ENT) # of tr crs to date: _____ # of tr crs allowed _____

of Grin crs req: _____ CRI date: _____ EXOV date: _____ XC date: _____

TRANSFER CREDIT POLICY

Currently enrolled students who attend another accredited institution have the responsibility of submitting the Transfer Approval Form to the Office of the Registrar in a timely fashion.

The evaluation and acceptance of transfer credits by the Registrar will be based on the following:

1. The comparability of the nature, content, and level of credit earned to what Grinnell currently offers.
2. The appropriateness and applicability of the credits earned to the programs offered by Grinnell, in light of the student's educational goals.
3. The course has a grade of C or above (C- is not acceptable). In addition, a course graded on a pass/fail basis must be accompanied by written documentation from the school issuing the credit that the passing grade reflects work at C or above (C- is not acceptable).
4. If the transfer course overlaps or duplicates Advanced Placement (AP) or International Baccalaureate (IB) credits, the highest credit value will be accepted.
5. For a course to apply to either a major or a concentration, the department chair of the major or concentration must approve the course(s). The chair may elect to approve the credits in advance by signing this form, or may wish to defer approval until after the course has been completed and transferred. If the latter is elected, then the chairperson must notify the Registrar's Office in writing of such approval.
6. If the course is vocational or remedial, College Level Examination Program (CLEP) credits, or other such placement the credit it is not transferable.
7. Only distance learning, extension, or continuing education courses that are (1) in traditional liberal arts subject areas and (2) accepted for credit by the sponsoring accredited institution for its own bachelor's degree may be granted credit subject to all other transfer of credit regulations.
8. Credit for summer study (maximum of 9 credits taken in one summer, maximum of 18 credits taken in the 3 summers prior to graduation) will not be accepted for transfer unless an official transcript is received by December 1 of the year in which the coursework is taken. Credits for winter interim (maximum of 4 credits) study will not be accepted after the Office of the Registrar has verified completion of all requirements for graduation.
9. Any course perceived to be a repeat of a Grinnell course in which a student initially received a D or an F grade will not be accepted.
10. Credits above the maximum number of transferable credits will not be accepted.

NOTE: For transfer student the status at matriculation is based solely on the subset of transfer credits complete after graduation from high school.

Status at Matriculation	Max Transfer Credits (AP, IB transfer)	Min. Grinnell Credits
First time first year student	24 credits	100 credits
Second-semester first-year transfer student	32 credits	92 credits
First-semester second-year transfer student	46 credits	78 credits
Second-semester second-year transfer student	62 credits	62 credits
First-semester third-year transfer student	62 credits	62 credits