

Skidmore College Transfer Credit Approval Form

Student Name (PRINT)	Class Year	Email	Phone
Major(s)	Minor(s)		Term (circle one/fill in year) Summer 20__ / Winter 20__ Spring 20__ / Fall 20__
Institution	Abroad Program (If Applicable)	City/Country of Abroad Program	

READ THE POLICIES ON THE BACK OF THIS FORM CAREFULLY

Shaded Area to be Completed by Dept Chair

Course Number and Title (Other Institution)	Course Dates, Days/Meeting Times, Contact Hours	Credits (Other Institution)	Signature of Chair	Equivalent Skidmore Course	Degree Req. Fulfilled (if any)	Mat. Level Y/N (Students can only earn 8 maturity level credits away from Skidmore.)
EXAMPLE: CHEM 190L General Chem 1	June 2-July 9, 2017, MWF 8-11; MW 1-3 (73 hrs)	4	<i>Dept. Chair Signature</i>	CH-125	<i>Chem. Major, Nat Science Req</i>	N

Student Signature (I have read and understand Skidmore's summer school policies on the back of this form.)	Date
Advisor's Signature	Date
OCSE Director's Signature (for study abroad programs only)	Date
Registrar's Signature	Date

OCSE Director's Use Only: Existing Site Code#, if applicable: _____

New Site Code#: _____ Street Line 1: _____

City: _____

Nation: _____

SKIDMORE COLLEGE TRANSFER CREDIT POLICIES

For courses taken away from Skidmore

This Transfer Credit Approval form must be complete before approval for transfer credit is granted.

- Courses must be taken at a regionally accredited, degree granting institution (including community colleges) or at an abroad program preapproved by the Office of Off-Campus Study and Exchanges.
- A maximum of 16 credits can be earned in a summer: 8 in one session and 8 in a second session. (8 credits is the limit for winter term).
- With the exception of Skidmore approved abroad and domestic programs, students may earn no more than 8 maturity level credits away from Skidmore.
- Whether taken at Skidmore or in conjunction with approved transfer credit, a student may not earn more than 20 credits within the Fall and Spring semesters. An Application to Overload from must be on file with the Registrar's Office. The approval of any transfer credit will be denied if the total credits result in more than 20 credits.
- Technical and professional courses cannot earn transfer credit.
- Community college courses cannot earn maturity level credit.
- Foreign Language courses can earn credit ONLY with the pre-approval of the World Languages and Literature Dept.
- A letter grade of "C" or higher is required for transfer. "C-" and below will not earn transfer credit. Do NOT take classes pass/fail.
- Abroad Programs must be pre-approved by the Office of Off-Campus Study and Exchanges before being presented to the Registrar.
- Courses to fulfill major or minor requirements MUST be pre-approved by the Department Chair.
- Courses to fulfill All-College requirements must be pre-approved by the Registrar or Department Chair.
- An official transcript must be sent directly to the Skidmore Registrar at the end of the session. The student is responsible for requesting the transcript.
- For further details on Skidmore's Transfer Credit Policy, please refer to <http://www.skidmore.edu/registrar/incoming/transfer-credit-policy.php>