

Skidmore College Transfer Credit Approval Form

PRINT Student Name		Graduation Date	
Student ID number	Skidmore Email		
Transfer Institution	Abroad Program (if applicable)	City/Country of abroad program	
Major(s)	Minor(s)	Term (circle one/fill in year) Summer 20____ Winter 20____ Spring 20____ Fall 20____	

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, Meeting Times and Contact Hours	Credits (Other Institution)	Signature of Chair	Equivalent Skidmore Course	Degree Req. Fulfilled (if any)	Mat. Level Y/N <small>(A maximum of 8 maturity level credit can be earned)</small>
SAMPLE: <i>CHEM 190L Gen Chem 1</i>	<i>June 2-July 9, 2019 MWF 8-11:00; MW 1-3(73hrs)</i>	<i>4</i>	<i>Dept. Chair Signature</i>	<i>CH-105</i>	<i>Chem. Major, Nat Science</i>	<i>N</i>

Student Signature (I have read and understand Skidmore's Transfer Credit Policy.)	Date
Registrar's Office Signature	Date

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 form 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.
- If a course being taken at another institution overlaps with a Skidmore semester more than 30 days, than must be transcribed in the latter semester. A student may not earn more than 20 credits within the fall and spring semesters. An Application to Overload form 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.
- Students may not earn credit for the same course more than once.
- 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.
- 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.
- 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. Send to: Registrar's Office, 815 N Broadway, Saratoga Springs, NY 12866 or electronically to registrar@skidmore.edu
- For further details on Skidmore's Transfer Credit Policy, please refer to <http://www.skidmore.edu/registrar/incoming/transfer-credit-policy.php>