

Permission to Transfer Credit to St. Olaf
for currently enrolled students

Student Name _____ Student ID# _____

Email _____@stolaf.edu Daytime Phone: _____

Home/Summer Address _____

Summer phone & email: _____

When and Where are you considering taking courses:

College/University/Program _____ Exact Term dates _____

Location: City, state, country _____

Course credit system used by the other institution (**circle one**): Units Sem/Hour Course Quarter Other

List the courses you wish to take – use other colleges' dept name, course #s, titles, credits

Dept Name	Course #	Course Title	# credits	St. Olaf Gen Ed Req	Elective	Major Requirement must be approved by Dept Chair/Initial below

**** For approval of courses, detailed information on the courses/s must be included with this form. Please attach course descriptions, term dates, times, and days the course will be taught. This can usually be printed from the institution's registration website.**

SENIOR RESIDENCY – Students must be full-time in residence (includes official St. Olaf abroad programs) their senior year or complete 9 of their last 12 credits at St. Olaf.

Department Chair approval _____ Date _____

(Chairs: please make comments about the suitability of the content of the course and its equivalence to a specific St. Olaf course if applicable. If appropriate for a major course please put your initials after course above.)

(Students: The Registrar will make final approval for transfer credit. Even if the Chair approves the content of a course, it can be denied by the Registrar if the course does not meet the guidelines stated on the back of this form - institutional accreditation, number of hours in the class room, or term length etc.)

STUDENT SIGNATURE _____ Date _____

Kathy Tuma, International/Off campus studies _____ Date _____

(K. Tuma signature required if the student is hoping to take courses outside the United States)

<p>Course/s has/have been approved or disapproved – Signature: _____ Date _____</p> <p>Comments:</p> <p align="center">Please have an official transcript sent directly to the Registrar's office once you have completed the course. You must receive a grade of C or above to get credit.</p>

Date student was notified _____ office use: Degree audit # avail _____ Dept _____

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Registrar's office, St. Olaf College
507-786-3758, Fax 507-786-3210

Guidelines for possible transfer credits from U.S. College and Universities:

- **The college or university must be regionally accredited by one of these accrediting agencies:**

North Central Association of Colleges and Schools
New England Association of Schools and Colleges
Middle States Association of Colleges and Schools
Northwest Commission on Colleges and Universities
Southern Association of Colleges and Schools
Western Association of Schools and Colleges.

Note: For most students a maximum of 4.00 equivalent St. Olaf credits from other institutions may be transferred after matriculation. If you were a transfer student, fewer credits may be allowed – check your degree audit to see how many you may transfer. ONLY 2 general education requirements may be fulfilled through non-St. Olaf transfer credit from U.S. accredited institutions. NO GEs may be fulfilled from non-St. Olaf abroad programs

Approval of transfer credit is required before you enroll in a summer or semester program at another institution. This is for your protection so that you are assured that the course you take will transfer back to St. Olaf.

- Courses must be worth a minimum of 3 semester credit hours or 4 quarter credits.
- Courses must meet a minimum of 36 hours of contact time in the classroom (not applicable for approved online courses)
- Courses must meet a minimum of 4 weeks. This is true even if contact hours meets or exceeds 36 hours.
- Grades earned must be 'C' or above. No S/U or P/N courses will transfer.
- Courses must be "Liberal Arts" in nature. Compare courses against St. Olaf course descriptions in the St. Olaf Catalog.
- Online, correspondence, or other distance learning courses are accepted for transfer credit pending pre-approval and are subject to all requirements above except the classroom contact hour minimum. Courses must be ones that are taught at the college or university in their regular curriculum in the classroom as well as online. We do **NOT ACCEPT** courses from purely online institutions.
- No internships, independent studies, or directed studies are accepted for transfer credit.
- Courses to be used for majors, emphases, or concentrations must meet all transfer credit guidelines approved by the Registrar and then be approved by the department chair for content. If you entered St. Olaf as a first year student, most departments only allow 2.0 transfer courses to count toward the major.
- Students may not repeat any course that they have already successfully passed at St. Olaf. They also may not take any courses that are at a lower level than ones they have taken at St. Olaf. (Ex. Credit will not be given for a beginning Spanish class if the student has successfully passed an intermediate level class at St. Olaf.)
- Regardless of the number of class contact hours, courses that are essentially workshops, camps, summer theater, guides, summer jobs, assistantships, travel programs, or television, internet, or other media-based experiences are not transferable to St. Olaf.
- Juniors and seniors should be aware of the **residency requirement for graduation**. A student's senior year must be full-time in residence or 9 of the last 12 credits must be taken at St. Olaf.
- Upon completion of the coursework, students must have an official transcript sent directly to the St. Olaf Registrar's office before any credit can be recorded. We do not accept transcripts that are faxed to us. The transcript must come to us in a "sealed" envelope with the college's stamp on the back of the envelope.

Non-St. Olaf abroad programs:

- Students may receive credit but may not receive GEs for any pre-approved non-St. Olaf abroad program.
- Students should first check with Kathy Tuma in the International and Off-campus Studies office to be sure that St. Olaf does not already have a program to the country of interest. If St. Olaf does have a program, St. Olaf will not give credit for a non-St. Olaf program.
- Students should be aware of the U.S. State Department's list of "Travel Advisory" countries. Credit may not be given for programs to these countries. Website:
http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html?action=/travel/cis_pa_tw/cis/cis_974.html