

Earlham College

Transfer Credit Policy

It is expected that non-transfer students will complete all or the vast majority of their credits within the Earlham curriculum. Credits transferred to Earlham by non-transfer students should not exceed 15-18 credits. Exceptions to this policy require the approval of the Committee on Academic Programs (CAP).

Transferring General Education Credits: It is the intent of the Faculty that these courses are completed within the Earlham curriculum. It is also the intent of the Faculty that a student cannot transfer in an entire requirement area. The importation of General Education credits by transfer students presents special difficulties, thus considerations, and this shall be left to the decision of the Registrar. However, the importation of outside credits by present students should be avoided whenever possible. This may occur only with the prior consent of the CAP on grounds of strong academic need and may in no case exceed eight semester hours of work. It also may not count for any of the first-year requirements: Interpretive Practices, The Earlham Seminar, and Living and Learning in Community.

Petitions for the senior year must be presented by **April 1 of the student's junior year**. CAP will consider such petitions from seniors only if the senior fails a required General Education course. In that case, the senior may petition to have comparable work at another campus satisfy Earlham's requirement.

Students who matriculate as first-year students (but not transfer students) are expected to complete all or most of their General Education requirements by taking Earlham courses (including approved courses on Earlham off-campus programs). **In no case may a student complete an entire requirement area with transfer work.** Your academic adviser's signature is approval for the course(s) to be part of your major/minor. Earlham College does not accept credit for Distance Learning, Correspondence courses nor CLEP. Additionally, .5 credit is awarded at Earlham per AWPE (Physical Education) activity course up to a maximum of 2 credits. Credit given at other colleges/universities for national tests or departmental examinations is normally not accepted in transfer.

Procedure for Transfer Credit Approval

Complete and sign this form and have it signed by your adviser. Attach a course description (a Xerox from the school's catalog is sufficient). For approval for elective, upper level and general education credit, return the completed form and course description to the Registrar's Office. For approval for transfer for a major or minor, see appropriate faculty for signature(s) and submit this form to the Registrar's Office.

Earlham College students who take coursework at another accredited college or university with the intention of transferring that credit to Earlham should obtain approval **in advance** of enrolling in the courses to ensure transfer.

Credit will not transfer to Earlham unless:

1. An **Official Transcript** is received by the Earlham Registrar's Office **directly from the college or university** when the coursework is completed
2. The student earns a grade of 'C' or better in courses for transfer. Please note that **courses with the grade of C- will not be accepted for transfer.**
3. **Grades do not transfer; therefore an Earlham G.P.A. is not impacted.**

Courses graded pass/fail at another college/university will be accepted in transfer only if that grade is explained on the transcript as being equivalent to a grade of 'C' or better or if the student provides official documentation that the course performances was equivalent to a grade of 'C' or better.

Each semester hour of transfer credit is accepted as one semester hour. Each 1.5 quarter hour is accepted as 1 semester hour.

A copy of this form, indicating approval or any questions will be returned to you.

Questions or concerns regarding this transfer credit policy may be directed to:

Registrar's Office
Drawer 34
Earlham College
Richmond, IN 47374-4095
Phone: 765-983-1515
FAX: 765-983-1374
E-mail: washibo@earlham.edu or stoutju@earlham.edu
5/09
Registrar's Office

Earlham College

Petition for Transfer of Course Credit from Another Accredited College/University

(Student's Name) (Drawer) (Phone) (E-mail address)

Students Class Year (i.e. First Year, Sophomore, etc)

I plan to take courses at (indicate college/university)

I plan to take these courses during (i.e. summer, 2005)

Please note that this form must be submitted to the Registrar's Office for final approval of credit toward the degree. The deadline is no later than May 1 prior to the summer the coursework is planned. No correspondence, online or distance learning coursework is acceptable for transfer.

Planned courses:

1. # sem/qtr hrs (Course number/title)

2. #sem/qtr hrs (Course number/title)

Requesting approval for

Requesting approval for

- Major*
Minor*
Elective/Upperlevel credit
General education requirement**

- Major*
Minor*
Elective/Upperlevel credit
General education requirement**

**Indicate the general education requirement.

**Indicate the general education requirement.

*Academic Adviser's signature indicates approval major/minor.

*Academic Adviser's signature indicates approval for major/minor.

3. # sem/qtr hrs (Course number/title)

Requesting approval for

For Registrar's Office use only:

- Major*
Minor*
Elective/Upperlevel credit
General education requirement**

Gen ed at Earlham

** Indicate the general education requirement.

Registrar's approval

*Academic Adviser's signature indicates approval for major/minor.

(Signature indicating approval)

(Date approved)

Student's Signature Date (Signature indicates that you have read and understand the transfer credit procedure and policy)

Academic Adviser's Signature Date