

# UNDERGRADUATE TRANSFER CREDIT REQUEST FORM

**Before completing the form below, please read the "Policies and Guidelines" on the back of this form.**

**Directions:** Fill out this form completely; incomplete forms will not be processed. Please attach all course descriptions to this form. Submit this completed form to:

**Office of Student Success or the Office of Academic Records, ACW 1<sup>st</sup> Floor**

Name		ID number	Email Address		
Major(s) and Minor(s)				Phone number where you can be reached (     )	
Course Number Ex: <i>HIS 201</i>	Course Name Ex: <i>World History</i>	Credits Ex: <i>4 cr.</i>	Institution	Dates Taken	Office Use Only Wheelock equivalent

**After completion of your approved course(s), you must have an OFFICIAL TRANSCRIPT of your grade(s) sent to Wheelock College Registrar's Office in order to receive credit:**  
 Wheelock College / Office of Academic Records & Registration / 200 The Riverway / Boston, MA 02215

***I understand the policies and procedures of taking a course away from Wheelock College and accept responsibility for adhering to these guidelines.***  
*(Policy and guideline information is on the reverse side of this form.)*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Student Success or Registrar Signature	Date
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## UNDERGRADUATE TRANSFER CREDIT POLICIES AND GUIDELINES

- Courses taken must be approved in writing by the Office of Student Success or the Registrar's Office prior to enrollment in course.
- A minimum grade of a C must be earned in order for the course to be eligible for transfer credit. **Please note:** Only the credits will appear on your Wheelock transcript rather than the actual grade earned. It will appear with a grade of "TR".
- Students must complete a minimum of 67 credits at Wheelock to meet graduation requirements; in general half of their courses must be taken at Wheelock.
- Students may transfer no more than half the number of credits required to complete a major or a minor. This includes courses completed during study abroad, prior to enrolling at Wheelock, and during summer terms.
- Courses taken must be credit-bearing and may not duplicate previous coursework. Please note: CEU (Continuing Education Unit) courses are not transferable.
- Wheelock College operates on a semester hour credit system. Courses offered on a similar basis for 3 credits will transfer as 4 credits. Credits from a quarter hour system institution transfer in as one quarter hour equaling 2/3 of a semester hour.
- Advanced-level coursework must be completed at Wheelock and if completed away from Wheelock courses will receive intermediate-level transfer credit.
- Students are encouraged to have alternative courses reviewed by Student Success or the Registrar's Office in the event that any initial choices become unavailable or are canceled.
- Students must petition the Scholastic Review Board to transfer in up to 8 credits for their last semester at Wheelock.
- The following course requirements may **not** be fulfilled at an institution other than Wheelock College:
  - Upper Level Writing
  - Advanced-level requirements
  - Requests for courses in Professional Programs will require additional approvals.
- For the Undergraduate Transfer Credit Request Form to be considered complete, the form must be accompanied by the following:
  - ✓ course descriptions of each course you are requesting
  - ✓ a copy of your degree audit or advising worksheet

If you have questions about these guidelines or the approval process, please contact the Office of Student Success  
or the Registrar's Office, both located in ACW 1<sup>st</sup> floor