ENROLLMENT IN ANOTHER INSTITUTION

Name(print last name, first name)					Class Year_	ID# or Email					00 7 73 WALLEY TO THE TOTAL TOT	
(pı Name and loca	rint last name, first tion of instituti	nan on:	ne)									CTRINA
Type of enrollr			Domestic ⁺		International ⁺⁺							ainso
Period of enrollment:				☐ Summer ☐ Fall ☐ W				ates of e	o <u>/ /</u>			
					t Other Institutions Academic-Policies				tudent Si	ignature		Date
OTHER INSTITUTION: Please list ALL courses to be taken and indicate whether a course is an alternative of the course is an alternative of the course of the course is an alternative of the course of							nate	To be complete			completed Dickinson	
Dept. & Course #	EXACT TITLE OF CO							Check if course is to count toward: (*Requires Official's Signature)		Dson dept & course # OR Dept. Gen. Cred.	Courses granted (.5, 1, 1.5)	*Official's Signature
								☐ Major*				
							☐ Minor*					
							☐ Grad. Req.*					
							Gen. Col	ll. Cr.				
								☐ Major*				
							☐ Minor*					
							☐ Grad. Re	eq.*				
								Gen. Coll. Cr.				
								☐ Major*				
							☐ Minor*					
								Grad. Re	eq.*			
								Gen. Coll. Cr.				
								☐ Major*				
								☐ Minor*				
								Grad. Re	eq.*			
								Gen. Col	ll. Cr.			
APPROVALS:		C .	1 .		D :	+α:	C.D.	<u> </u>	G. I		D /	
	Signature o	ı A	IV1SOT		Date		re of Registrar ++Signature fror			ational Study	Date	

SUMMER SCHOOL OR JANUARY-TERM COURSES AT DOMESTIC INSTITUTION

GENERAL CRITERIA FOR TRANSFER CREDIT

College level course work will be evaluated according to the following criteria:

- 1. Must be listed on an official transcript of an accredited institution
- 2. Must be a minimum of 3 credit hours
- 3. Must indicate a grade of C or better (2.0 on a 4.0 scale)
- 4. Must have liberal arts content
- 5. Must be offered in a setting which allows for interaction between student and instructor (i.e. no credit will be awarded for correspondence, on-line, or one-way video courses)

PROCEDURE

- 1. You may attend a summer or a winter session at another institution in the United States or abroad, provided that:
 - a. You are in good academic standing i.e., have a 2.00 gpa or better, and
 - b. The other institution is accredited and has been approved by Dickinson College (check with the Registrar's Office).
- 2. In order to assure credit transfer you must secure prior approval of courses.

IMPORTANT NOTE: If you do not complete the approval process before you leave campus, you run the risk of not receiving approval for your course(s).

- 3. To secure approval, complete the attached **Enrollment in Another Institution** form:
 - a. List all courses to be taken (indicate any alternate choices).
 - b. Attach a photocopy of the official course description.
 - c. Sign and date the enrollment form.
 - d. Secure your academic advisor's signature.
 - e. Obtain the signature of the appropriate Dickinson Department Chairperson for all courses. If unsure of which department, contact the Registrar's Office.
 - f. Submit the form to the Registrar's Office.
- 4. You will be notified regarding final approval or denial within 10 days of receipt of form in the Registrar's Office.

TRANSFER CREDIT

1. As soon as the summer session or January term is over, it is **your responsibility** to see that the institution you attended sends an **official transcript** of your academic work to the Registrar's Office at Dickinson College.

NOTE: If you have an official transcript sent directly to you to submit to the Dickinson College Registrar's Office, please <u>do not open</u> the envelope. Dickinson College cannot accept transcripts that have been opened.

2. You will receive only transfer credit, i.e., grades earned at another institution will not count in your cumulative grade point average. (Exception: Courses taken at a Central Pennsylvania Consortium College during a fall/spring semester.)

NOTE: Courses may not be taken pass/fail unless it can be documented that pass is equivalent to a grade of "C" or better.

AMOUNT OF CREDIT

- 1. You may receive up to a total of four (4) transfer credits for summer and/or January study at other approved institutions. (You may take courses during one or more summer and January sessions as long as the total number of transfer credits do not exceed four (4) courses).
- If you wish to receive more than four (4) transfer course credits for summer and January study at other approved institutions, you
 must obtain prior approval from the College. Please contact the Registrar's Office for details on how to obtain this
 approval.

PLEASE NOTE: The **maximum** number of courses that can be transferred to Dickinson College is 16. College regulations require a student to complete at least 16 courses on campus, including 6 of the last 8, <u>or</u> the last 4. In addition, you must complete at least 12 courses on campus after declaring a major.