NAME_____ HUB #_____ ID# or Email_____
(print last name, first name)

Name and location of institution:_____

_____

ENROLLMENT IN ANOTHER INSTITUTION
Domestic Study
Dickinson College
Carlisle, Pennsylvania 17013-2896

Type of enrollment: ☐ Summer School ☐ January Term

Dates of enrollment: ____/_____/_____ to ____/_____/_____

Please list ALL courses to be taken.
Indicate whether a course is an alternate.

OTHER INSTITUTION

To be completed by appropriate Dickinson Department Chairperson
(if unsure of department, contact Registrar's Office)

Dept. & # of course	EXACT TITLE OF COURSES	# of wks	pds per wk	Length of period	# & type of credits ☐Course ☐Sem. hr. ☐Qtr. hr. ☐Cr. hr.	Check if course is to count toward:	Indicate Dkn. course number OR Dept. Gen. Cr.	Course credits (.5, 1, 1.5)	Chairperson's Signature
						☐ Major ☐ Minor ☐ Dist. Req. ☐ Other			
						☐ Major ☐ Minor ☐ Dist. Req. ☐ Other			
						☐ Major ☐ Minor ☐ Dist. Req. ☐ Other			
						☐ Major ☐ Minor ☐ Dist. Req. ☐ Other			
						☐ Major ☐ Minor ☐ Dist. Req. ☐ Other			

APPROVALS: _____ _____ _____

Signature of Student — Signature of Advisor — Karen Weikel, Registrar

_____ _____ _____

Date — Date — Date

Revised 1/08

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 Summer School or a January term 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.
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).
2. 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, **or** the last 4. In addition, you must complete at least 12 courses on campus after declaring a major.