

TRANSFER CREDIT APPLICATION



Name	ID#	
Class Year	Major	
Course(s) Taken At	Semester (winter, fall, spring, summer)	Year

For domestic study only; non-U.S. credits requires approval from the Center for Global Education

Take this application together with a course description or catalog of the institution you will be attending to the chairperson of the department here at Wheaton. After the chairperson has given approval by signature on this form, return it to the Office of the Registrar. **The approval of the chairperson indicates that the course may be accepted in transfer. The amount of credit awarded is determined by the calculation explained on the back of this form.** You must earn a grade of **C** or better to receive credit. Please Note: upon completion of the course(s), it is your responsibility to request an official transcript be sent from the host institution directly to the Registrar at Wheaton College; they will not automatically send one.

Host Department	Host Course Number	Host Course Title	Host College Credit	Wheaton Course Equivalent or Wheaton Course # to be assigned	Signature of Wheaton Department Chair

NOTE: Divisional requirements and Connections are NOT transferable

In order to receive Foundation credit, the specific category must be initialed by the Department Chair:

- To fulfill a Quantitative Analysis _____
- To fulfill a Beyond the West _____
- To fulfill Foreign Language _____
- To fulfill a major requirement _____

Important note: There are specific rules governing the awarding of transfer credit for courses taken exclusively online. Please see reverse side for policy details.

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TRANSFER CREDIT APPLICATION POLICY INFORMATION

If you plan to complete courses off campus, please read the information below carefully and be especially aware of the following.

Transfer Credit Requirements:

- Only courses completed at institutions that maintain regional accreditation may be considered for transfer to the Wheaton degree.
- Students cannot fulfill Divisional (Arts and Humanities, Natural Science, and Social Science) requirements or Connections off campus.
- All summer, January courses and courses taken (in the United States) while on leave from Wheaton must be approved by the department chair and submitted to the Office of the Registrar.
- Courses taken outside the United States must be approved by both the department chair and the Center for Global Education.
- Grades earned at other institutions will not be computed in your Wheaton grade point average.
- A grade of C or better is required for transfer credit.
- Do not enroll in courses on a Pass/Grade/Fail basis.
- Do not repeat courses for which you have already earned credit.
- Credits earned in the summer term at Dartmouth College are transferred to the student's record under the rules of the 12-College Exchange program, and students should not complete this form, but should complete the 12-College Exchange application obtained from the Filene Center for Advising Center and Career Services.
- **In addition to all the policies governing transfer credit, these additional requirements apply to incoming online transfer credit:**
 - The courses may be completed by that institution's regularly enrolled undergraduates
 - The courses have a fixed beginning and end date
 - The courses include significant interaction with the faculty instructor and other students via text, voice video, and/or other mode of telepresence and/or telephony (such interactions must be either explicitly stated on the course syllabus or verified by the instructor)

As long as the above requirements are met, students already matriculated and enrolled at Wheaton on a full-time basis may earn up to 3 credits for courses taken during the summer but not during the fall and spring semesters. Matriculated and enrolled students who wish to take an online course at another institution that does not meet this criteria may petition the Educational Policy Committee **prior** to enrolling in said course.

Since Wheaton courses are equivalent to four semester hours, ALL transfer work is awarded credit based on a calculation. To compute the amount of Wheaton credit that will be granted for work done elsewhere, you must know how many semester hours of credit are required for the bachelor's degree at the host institution and how many hours of credit each of the courses is worth. The computation is as follows:

$$\frac{\text{\# of credits at host institution}}{\text{\# of credits required for a A.B. at host institution}} \times 32 \text{ (required for a Wheaton A.B.)} = \text{Number of Credits Awarded}$$

Example: Courses at College Z carry 3 semester hours and 120 hours are required for the bachelor's degree. You have completed one course during their summer session. To calculate your transfer credit, divide 3 by 120 then multiply by 32 ($3/120 \times 32 = 0.8$ Wheaton Credit*).

* Although this is 0.2 credits short for calculation purposes, 0.8 will satisfy a Foundation Requirement or a major course requirement.