

## TRANSFER CREDIT APPROVAL FORM

STUDENT NAME (PRINT)	STUDENT ID#	Phone #
Name of college/university where courses were taken: _____		
Were these courses taken outside of the United States? *See <i>policy below</i> _____		
COURSES TAKEN:	<input type="checkbox"/> SUMMER	<input type="checkbox"/> FALL
	<input type="checkbox"/> SPRING	YEAR _____
ADVISOR SIGNATURE (APPROVAL)	ADVISOR NAME (PRINT)	DATE

*Courses must be approved by a Pitzer faculty member if the course is in a field of study that Pitzer offers. For courses in fields not offered by Pitzer, an appropriate faculty member at another Claremont College must approve the course.*

**Faculty: By signing this form you are agreeing that the transfer course is equivalent to a course that could be offered in your field/department at the Claremont Colleges.**

	5C (Claremont Colleges) Faculty Member Name (PRINT)	5C College	5C (Claremont Colleges) Faculty Member Signature
1) _____ _____	_____	_____	_____
2) _____ _____	_____	_____	_____
3) _____ _____	_____	_____	_____

**Transfer Credit Conversion:** All academic credits (semester and quarter) transferred into Pitzer College will be translated into equivalent Pitzer course credits according to the following conversion: **four semester units or six quarter units equal 1.0 Pitzer course.** Please check with the Registrar's Office to confirm transfer credit totals.

After the course is completed, you must request an official transcript to be sent to:

*Office of the Registrar, Pitzer College, 1050 N. Mills Ave., Claremont, CA 91711*

If you hand-deliver a transcript it must be in its original, sealed envelope. Opened or loose transcripts are considered unofficial and will not be accepted by the Registrar's Office.

**Please turn over for required student signature**

OFFICE USE

Date Processed	Initials
----------------	----------

## Transfer Credit Policy

The full Transfer Credit Policy can be found under the Academic Policies section of the Pitzer College Catalog at [catalog.pitzer.edu](http://catalog.pitzer.edu)

- ❖ **Transfer credit does not calculate into a student's Pitzer GPA.**
- ❖ In order to be eligible for transfer credit, coursework must be offered by another regionally accredited college or university in the United States and a grade of "C" or better earned.
- ❖ A faculty member in the appropriate discipline must approve each transferred course. If the course is in a field of study offered at Pitzer, the course must be approved by a Pitzer faculty member.
- ❖ \*Transfer credit is not allowed for coursework taken abroad while on a leave status for the fall or spring semester. Transfer credit for work done abroad during the summer may be granted credit when prior approval is obtained from the appropriate field group and the Registrar's Office.
- ❖ Of the 32 courses required for graduation, no more than 16 Pitzer equivalent course credits will be accepted as transfer credit. New Resources students may transfer up to 24 Pitzer equivalent course credits, with a maximum of 16 Pitzer equivalent course credits from a two-year institution.
- ❖ Courses approved for transfer credit may not be used to fulfill more than half of a student's major or minor requirements.
- ❖ To verify the amount of Pitzer course credit you will receive for transfer work, please consult the Registrar's Office.
- ❖ In order to ensure sufficient credit for graduation, please submit all transfer credit by the first semester of senior year.
- ❖ Credit is not awarded when the student has already received credit for the same material at Pitzer College or elsewhere.
- ❖ Online courses are subject to approval by the relevant field group.
- ❖ Credit is not awarded when the course is included in the high school record and was used for fulfillment of high school diploma requirements.
- ❖ Courses taken during a gap year after being admitted to Pitzer cannot be considered for transfer credit.
- ❖ Coursework taken outside the U.S. must be offered by a college or university approved by the Ministry of Education. Students wishing to transfer coursework from higher education institutions outside of the United States must provide a report from a credentials evaluation service in order to receive an evaluation of credit transferable to Pitzer. The following organizations may be used:
  - International Education Research Foundation
  - World Education Services

**Transfer Credit Conversion:** All academic credits (semester and quarter) transferred into Pitzer College will be translated into equivalent Pitzer course credits according to the following conversion: **four semester units or six quarter units equal 1.0 Pitzer course.** Please check with the Registrar's Office to confirm transfer credit totals.

=====

**Students: By signing this form you acknowledge that you have read and agree to the terms of the transfer credit policy and understand how transfer course work is converted to Pitzer course credits.**

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**