TRANSFER CREDIT APPROVAL FORM  
Fall 2020 through Summer 2021

<table>
<thead>
<tr>
<th>STUDENT NAME (PRINT)</th>
<th>STUDENT ID#</th>
<th>Phone #</th>
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</thead>
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Name of college/university where courses were taken: ________________________________

Were these courses taken outside of the United States? *See policy below________________

COURSES TAKEN:  
☐ FALL  ☐ WINTER  ☐ SPRING  ☐ SUMMER  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.**

<table>
<thead>
<tr>
<th>Transfer Course Number &amp; Title</th>
<th>5C (Claremont Colleges)</th>
<th>5C College</th>
<th>5C (Claremont Colleges) Faculty Member Name (PRINT)</th>
<th>5C Faculty Member Signature</th>
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<td>1) __________________________</td>
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**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: registrar@pitzer.edu

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

**Please turn over for required student signature**

OFFICE USE

Date Processed       Initials

s/forms/transfer credit approval  revised  4/2020
Transfer Credit Policy

The modified Transfer Credit Policy for Academic Year 2021-2022 can be found on the Pitzer College website at [https://www.pitzer.edu/emergency/2020/07/23/modification-to-the-transfer-credit-policy-for-academic-year-2020-2021/](https://www.pitzer.edu/emergency/2020/07/23/modification-to-the-transfer-credit-policy-for-academic-year-2020-2021/)

- **Policy Modification.** On July 17, 2020, the Pitzer College Faculty Executive Committee approved a modification to the current transfer credit policy that applies to all current students regardless of the College Catalog language in place at the time of their original matriculation. Specifically, a student will be allowed to transfer up to a total of 2.0 Pitzer credits (i.e., 8 semester units or 12 quarter units) from an institution of higher education for coursework completed during the fall and spring semesters (or fall, winter, and spring quarters) of academic year 2020-21. This modification was adopted to facilitate academic continuity for students while also serving to maintain the academic quality and integrity of the Pitzer College educational program and degree.

- On December 3, 2020, the FEC voted to amend this transfer credit policy modification so that the cap on transfer credits also covers any courses completed in summer 2021. This amendment was approved by the Pitzer College faculty on January 28, 2021.

**Thus, a student will be allowed to transfer up to a total of 2.0 Pitzer credits (i.e., 8 semester units or 12 quarter units) from an institution of higher education for coursework completed during the entire 2020-2021 academic year, including summer 2021.**

- Students who intend to transfer course credits to Pitzer should seek pre-approval from the relevant field group(s) before enrolling in courses at another institution. The Pitzer field group will determine the criteria for approval of transfer credit but all requests for transfer credit (pre-approvals and requests for transfer credits) received in the Registrar’s Office after July 17, 2020 will be considered under this policy modification. However, any student who had fall 2020 or winter/spring 2021 courses pre-approved for transfer credit by the relevant field group and had this approval on file in the Pitzer Registrar’s Office prior to July 17, 2020 will be allowed to transfer the approved credits (i.e., the approved credits, even if greater than two, will be “grandfathered” for acceptance as long as the classes are successfully completed with grades of C or above).

- **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

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**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.

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STUDENT SIGNATURE  
DATE