Institutions from which Transfer Credit may be Considered

A university in the United States must have regional accreditation. An institution outside of the United States must be officially recognized by the Education Ministry or equivalent.

Instructions

1. Complete the student information and course information sections. If you are seeking approval for more than eight courses, use an additional form.
2. Print and sign the form.
3. Course descriptions, syllabi, and other course materials may be necessary throughout the approval process. If such materials are available, you are encouraged to take them along when meeting with faculty and staff members.
4. Secure the approval of your advisor.
5. If an off-campus course will be used to fulfill any requirement for a major, minor, or certificate of curricular study, secure the approval of the chair of the department or program offering the major, minor, or certificate of curricular study (see the area shaded purple).
6. Submit the completed form along with necessary course materials to the Office of the University Registrar. If seeking pre-approval, the University Registrar's Office will inform you if any of the proposed courses are ineligible for transfer.

Course Pre-Approval

You are strongly encouraged to complete and file this form with the Office of the University Registrar prior to beginning off-campus courses. Unless off-campus courses are pre-approved, acceptance of credits in transfer is not guaranteed. You are encouraged to seek pre-approval not only for the courses you hope to take but also for several alternatives.

Maximum Hours in a Single Subject

Of the 32 full courses (128 semester hours) presented for a bachelor's degree, no more than 13 full courses (52 semester hours) may be presented in any single subject. You and your advisor should plan carefully to ensure that your off-campus courses in addition to those taken at Sewanee will not exceed that limit.

Seeking Course Approval while Abroad or Away

While pre-approval of off-campus courses is highly desirable, it may not be possible in every case. As would be true for on-campus courses, you may discover you are unable to register for a pre-approved off-campus course because it has been canceled, it has reached its enrollment limit, or you do not meet the prerequisites. In rare circumstances, your study abroad program may announce or change its course offerings after you arrive in the country. If you wish to register for off-campus courses that were not pre-approved before your departure from Sewanee, you may request approval by completing this form again and sending it from your Sewanee email address directly to registrar@sewanee.edu. The Office of the University Registrar will attempt to assist you in securing course approvals, though it may take several days for our staff to do so.

Note: During the Advent or Easter semester, a student may not direct enroll at an institution with which the College has an agreement for a Study Abroad program. Transfer credit will not be awarded for study outside of this contractual agreement.

Transcript

You must request each transfer institution send a final transcript of your academic work directly to the Office of the University Registrar, 735 University Avenue, Sewanee, Tennessee 37383. Final transcripts may also be emailed to registrar@sewanee.edu.

Evaluation of Transfer Credit

After receipt of the final transcript, The Office of the University Registrar will evaluate the transcript and award credit in accord with college and university policies. Transfer work will be reviewed on a course-by-course basis to determine comparability to courses offered in the College of Arts and Science and applicability toward the liberal arts curriculum at the University of the South. The student may be asked to provide additional course materials to assist in determining the disposition of transfer credit. Therefore, students are encouraged to keep course syllabi, tests, papers, etc. until the Office of the University Registrar has completed its evaluation.

Applicability of Transfer Credit to Degree Requirements

Under most circumstances, general distribution requirements may not be satisfied by courses taken at another institution. The academic transcripts of students who have been enrolled as degree seekers at another college or university prior to enrolling at Sewanee will be evaluated at the time of initial matriculation to determine if any courses are applicable to these requirements.

Applicability of Transfer Credit to Requirements for Majors, Minors, and Certificates of Curricular Study

Transfer credit may be used to satisfy requirements for majors, minors, and certificates of curricular study only with the express written consent of the chair of the department offering the program of study.

Minimum Grade for Transfer

Academic work with a final grade of C or above is generally accepted for credit hours only. No credit will be awarded for a grade of C minus or lower. Courses with grades of P will be considered for transfer only if the Office of the University Registrar can verify that the grade of P is equivalent to a grade of C or higher.

Unit of Credit

Transfer credit will be awarded in semester hours only, which will be transferred at face value. Three semester hours earned elsewhere will be transferred as three—not four—semester hours. Quarter hours are converted to semester hour equivalents. Three quarter hours are equivalent to two semester hours.

Maximum Transfer Credit

As each degree-seeking student must earn at least sixty-four semester hours of credit at the University of the South, the total amount of transfer credit that may be applied to a degree in the College of Arts and Sciences is sixty-four semester hours.

Use of Transfer Grades in Sewanee Calculations

Transfer grades will appear on the Sewanee transcript, but will not be used in calculating the grade point average, class rank, academic honors, or eligibility for membership in the Order of the Gown.

Non-Credit and Experiential Learning

The University of the South does not award transfer credit for courses taken on a non-credit basis or for life experience.

Students wishing to transfer college credits earned during the summer prior to enrollment at the University of the South must have those courses approved for transfer in advance by the Office of the University Registrar.

APPLICATION FOR DEGREE CREDIT FOR OFF-CAMPUS STUDY

STUDENT INFORMATION

Full Name: _____ Email Address: _____@sewanee.edu Banner ID#: B00_____

Declared Major(s): _____ Declared Minor(s) / Certificate(s) of Curricular Study: _____ Expected Graduation Year: 20____

Abroad / Transfer Institution: _____ Location: _____ Dates of Attendance: _____ to _____

Student Signature: _____ **Date:** _____ **Advisor Signature:** _____ **Date:** _____

My signature indicates that I have read and understood the information on both sides of this form.

To be completed by **student**			To be completed by **chair of the department or program** if the course will be used to fulfill requirements for a major, minor, or certificate of curricular study		
Course Information *Indicate the subject, number, and title of the course as listed in the catalog of the institution.* **Of the 32 full courses (128 semester hours) presented for a bachelor's degree, no more than 13 full courses (52 semester hours) may be presented in any single subject.**			**Major, Minor, Curricular Certificate** *If applicable, indicate the major, minor, orcurricular certificate to which this course may apply. For instance, "Math major."*	**Requirement** *If applicable, indicate the specific requirement within the major, minor, or curricular certificate to be fulfilled. For instance, "Multidimensional Calculus requirement."*	**Approval** *Signature of the chair of the department or program offering the major, minor, or curricular certificate.*
Subject	**Course Number**	**Credit Hours**	**Title**		

SEE DIRECTIONS AND TRANSFER CREDIT POLICIES ON REVERSE SIDE

Registrar Signature of Approval: _____ **Date:** _____

For Office Use Only

Date Processed: _____ Processed By: _____