

Permission to Transfer Credit to St. Olaf
for currently enrolled students

Student Name _____ Class Yr _____ Student ID # _____
 Email _____@stolaf.edu Phone: _____ Advisor _____

When and Where are you considering taking courses:

College/University/Program _____

Exact Term Dates _____

Location: City, State, Country _____

REQUIRED: term dates, days and times the course(s) will be taught, and course descriptions must be printed **directly from institution's website and attached to this form**. Requests cannot be evaluated for transfer credit if this information is missing. Courses taken for GE credit, requesting major or concentration credit, courses offered online, or courses through non-St. Olaf study abroad **must also have course syllabus attached**. Department chair or program director signature is required below if requesting major or concentration credit.

Course credit system used by the other institution (**circle one**): Units Sem Hour Course Quarter Other

List the courses you wish to take – use other colleges' dept name, course #s, titles, credits—and for what type of credit

| Dept. Name | Course Number | Course Title | # of credits | St. Olaf GE requested (list GE) | Online | Elective | Major/Concentrat Requirement must be approved by Dept Chair or Prog Dir, sign and date below |
|------------|---------------|--------------|--------------|---------------------------------|--------|----------|--|
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STUDENTS: The Registrar will make final approval for transfer credit. Even if the Chair approves the content of a course, it can be denied by the Registrar if the course does not meet the guidelines stated on the back of this form - institutional accreditation, number of hours in the class room, or term length, etc.

STUDENT SIGNATURE _____ Date _____

DEPT CHAIR/PROG DIR, Approval _____ Date _____
 (Chairs/Directors: please make comments about the suitability of the content of the course and its equivalence to a specific St. Olaf course if applicable.)

KATHY TUMA, International/Off Campus Studies _____ Date _____
 (K. Tuma signature is required if the student is hoping to take courses outside the United States)

St. Olaf Visa Coordinator _____ Date _____
 (Visa Coordinator's signature is required if international degree-seeking student is hoping to take courses at alternate U.S. institution or non-St. Olaf abroad program)

Course/s has/have been approved or disapproved – Signature: _____ Date _____
 Comments:

Please have an **official transcript sent directly to the Registrar's office** once you have completed the course. You must receive a **grade of C or above to get credit**.

Date student was notified _____ office use: Degree audit # Avail _____ Dept ____ Excel _____

Please read back of form and catalog policy [Transfer credit policy – St. Olaf College Catalog](#)

Office of the Registrar and Academic Advising, St. Olaf College

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507-786-6797, Fax 507-786-3758

St. Olaf Academic Catalog Transfer Credit Policy:

<http://catalog.stolaf.edu/academic-regulations-procedures/transfer-credit/>

Guidelines for possible transfer credits from U.S. College and University:

- For American Institutions, the college or university must be regionally accredited. A “regionally accredited college or university” is defined as a liberal arts institution accredited by an approved regional accrediting commission. St. Olaf excludes vocational, technical, business, and on-line/correspondence institutions. Compare courses against St. Olaf course descriptions in the *St. Olaf Catalog*.
- **Approval of transfer credit is required before you enroll in a summer or semester program at another institution.** This is for your protection so that you are assured that the course you take will transfer back to St. Olaf.

Note: For most students a maximum of 4.00 equivalent St. Olaf credits from other institutions may be transferred after matriculation. If you were a transfer student, fewer credits may be allowed – check your degree audit to see how many you may transfer. ONLY 2 general education requirements may be fulfilled through non-St. Olaf transfer credit from U.S. accredited institutions. NO GEs may be fulfilled from non-St. Olaf abroad programs

- Courses must be worth a minimum of: 4 semester or 5.5 quarter credits to equal 1.00 St. Olaf credit.
- Courses must meet a minimum of 38 hours of contact time in the classroom (not applicable for approved online courses)
- Courses must meet a minimum of 4 weeks. This is true even if contact hours meets or exceeds 38 hours.
- Grades earned must be ‘C’ or above. No S/U or P/N courses will transfer.
- Online, correspondence, or other distance learning courses are accepted for transfer credit pending pre-approval and are subject to all requirements above except the classroom contact hour minimum. St. Olaf does **NOT ACCEPT** courses from purely online institutions.
- No internships, independent studies, or directed studies are accepted for transfer credit.
- Courses to be used for majors, emphases, or concentrations must meet all transfer credit guidelines approved by the Registrar and then be approved by the department chair for content. There is a strict limit on the number of transfer credits a student may count toward the major.
- Students may not repeat any course that they have already successfully passed at St. Olaf. They also may not take any courses that are at a lower level than ones they have taken at St. Olaf. (e.g., Credit will not be given for a beginning Spanish class if the student has successfully passed an intermediate level class at St. Olaf.)
- Regardless of the number of class contact hours, courses that are essentially workshops, camps, summer theater, guides, summer jobs, assistantships, travel programs, or television, internet, or other media-based experiences are not transferable to St. Olaf.
- Upon completion of the coursework, students must have an official transcript sent directly to the St. Olaf Registrar’s office before any credit can be recorded. We do not accept transcripts that are faxed to us. The transcript must come to us in a “sealed” envelope with the college’s stamp on the back of the envelope. Electronically sent official transcripts will be accepted if transcript is sent directly from the attended institution to St. Olaf Registrar’s Office.

Non-St. Olaf abroad programs:

- Students may receive credit but may not receive Gs for any pre-approved non-St. Olaf abroad program.
- Students should first check with Kathy Tuma in the International and Off-campus Studies office to be sure that St. Olaf does not already have a program to the country of interest. If St. Olaf does have a program, St. Olaf will not give credit for a non-St. Olaf program.
- International degree-seeking students must meet with St. Olaf Visa Coordinator, for approval to take courses at an alternate U.S. institution or non-St. Olaf abroad program.
- Students should be aware of the U.S. State Department’s list of “Travel Advisory” countries. Credit may not be given for programs to these countries. Website:
http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html?action=/travel/cis_pa_tw/cis/cis_974.html